



Annual Procurement Report

April 2018 - March 2019

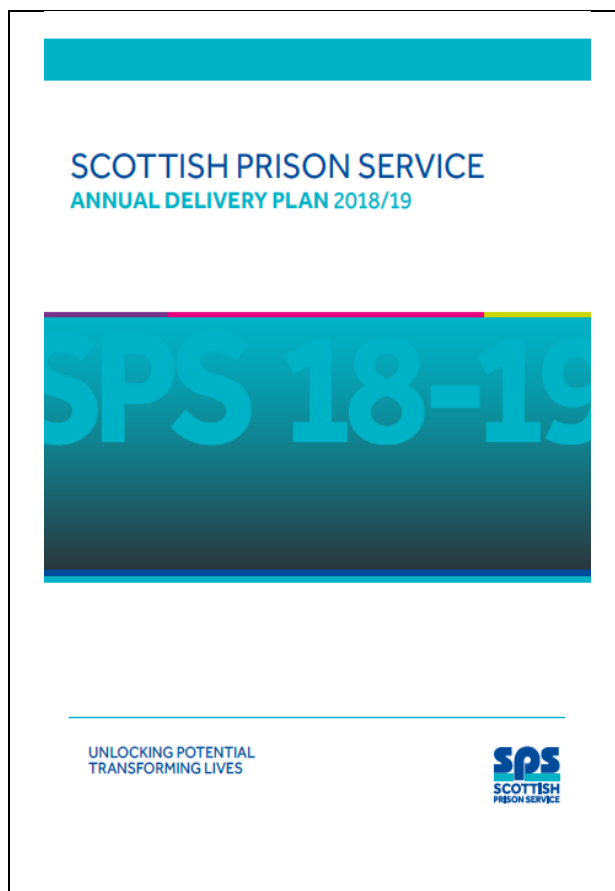
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About the Scottish Prison Service

The Scottish Prison Service (SPS) is an agency of the Scottish Government. The SPS's principal objective is to contribute to making Scotland Safer by Protecting the Public and Reducing Reoffending. The SPS aims to achieve this by ensuring delivery of secure custody, safe and ordered prisons, decent standards of care and opportunities for individuals in custody to develop in a way that may help them reintegrate into the community on release.

The SPS sets out its business objectives in a three year [SPS Corporate Plan 2019-22](#) and an [Annual Delivery Plan](#) which are published in the SPS website in the spring of each year. 2019 reflects that the SPS has entered a new three-year corporate planning cycle. SPS has similarly updated and published an [SPS Procurement Strategy \(2019-22\)](#). The Strategy includes an Annex - [Forward Work Plan](#) of anticipated Regulated procurement over the coming two years.



The SPS has long recognised the importance of effective procurement in supporting the SPS's operational activity, ensuring that SPS derives value for money from our external expenditure and that the goods, services and works procured are fit for purpose.

The management of public procurement activities is subject to various legislative requirements, a general duty to undertake 'Regulated'¹ procurement in a transparent and proportionate manner, and obligations to treat all potential suppliers fairly and without discrimination. The Procurement Reform (Scotland) Act 2014 also places a statutory obligation on bodies which undertake Regulated procurement activity to consider the Sustainable Procurement Duty (i.e. wider socio-economic-environmental factors) within its procurement activity; to publish a Procurement Strategy; and to subsequently produce an Annual Procurement Report which indicates performance against the Strategy. The Act prescribes that the Strategy and APR address specific subjects.

The SPS had produced a Procurement Strategy (2016-18) and had published its first [Annual Procurement Report \(APR\)](#) in July 2018. This second APR relates to the final year of that Procurement Strategy i.e. the period 01 April 2018 – 31 March 2019.

¹“Regulated” procurement reflects requirements whose aggregate value over the term of the contract is estimated to be >£50k (Goods or Services) and >£2m (Works).

Foreword from the Head of Procurement

As Head of Procurement, I am delighted to publish this second Annual Procurement Report (APR) in accordance with the requirements of the Act. We have endeavoured to extract and publish relevant information to inform all of our stakeholders, including members of the public and Scottish Ministers of the range of contracts and outcomes achieved by the SPS through its procurement activity.

I am pleased to note that procurement activity in the SPS has been assessed through the Scottish Government led [Procurement Capability Improvement Programme \(PCIP\)](#) and that SPS progressed to the highest rating (F1). This improvement reflects the significant and ongoing focus on delivering effective procurement and Contract & Supplier Management (CSM) across SPS.

Ensuring that SPS maintains compliant procurement activity, reflects lessons learned, continues to develop its procurement capability and is able to attract and retain competent procurement staff remain key themes. However, the positive PCIP outcome indicates that SPS is currently well placed to do so. Those reading this APR will also recognise the positive work and activity undertaken by the Procurement team in SPS to meet corporate business needs whilst reflecting wider factors such as those required by the Sustainable Procurement Duty.

A major theme for SPS remains the need to continue to develop our e-commerce capability and in particular our Purchase to Pay system. We also intend to grow our use of the e-contract management capability within Public Contracts Scotland-Tender (PCS-T). These are key elements of the recently published Procurement Strategy (2019-22) and I look forward to reporting on progress with this in the future.



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August 2019



HMP Low Moss

Contextual Background – Procurement in SPS

This contextual background recognises that the SPS has a well-established Procurement team with mature policies and practices, and that many of the core building blocks which support effective public procurement have existed for many years. SPS also recognises that the elements set out in this section are key enablers of being able to discharge effective procurement per se – both Regulated and OJEU. SPS expects its procurement activity to be delivered in a way which ensures that we meet the legal, ‘best practice’ and wider socio-economic-environmental obligations required by legislation and through Scottish Government policy.

1.1 Compliance with Legislation

The SPS Procurement Strategy recognises SPS’s ongoing legal obligation to ensure ongoing compliance with the EU Public Procurement Directive, the Scottish Regulations and associated Statutory Guidance across its procurement activity. The legislative requirements, including the obligations which flow from areas such as the Sustainable Procurement Duty, or new areas such as the General Data Protection Regulations (May 2018) or Cyber-Resilience provisions, collectively form a significant body of regulation which requires careful planning and execution of procurement activities within SPS.

To assist the SPS’s understanding and interpretation of procurement legislation, policy, and best practice we actively engage with Scottish Central Government and cross sectorally. We also utilise the Scottish Government Legal Department (SGLD) for specific guidance provided in interpreting and applying legislative and case law provisions within procurement.

1.2 Procurement Policy

SPS has an established Procurement Policy which supports SPS in achieving compliance with Legislation (1) and to reflect relevant considerations from Statutory Guidance into the delivery of contracts for SPS. This policy includes a number of core principles which underpin the programme of procurement activity in SPS e.g.

- the central procurement of larger SPS wide ‘national’ contracts (>£20k in value) in accordance with the requirements set out in the Public Procurement Regulations. This is accompanied with flexibility for devolved procurement officers to award business, which is not met via national contracts, in response to local operational needs (<£20k);
- procurement procedure thresholds (aligned with the above principles);
- the mandated use of national contracts / framework agreements (including category A and B collaborative contracts established by Scottish Government for use by all public bodies in Scotland);
- appropriate separation of duties between delegated financial and procurement authorities;
- due consideration of the obligations flowing from the Sustainable Procurement Duty (and associated Statutory Guidance); and
- other provisions to support good governance and accountability for procurement decisions in SPS.

This policy is periodically reviewed and revisited to ensure it remains aligned with the changing legislative and operating environment under which public procurement is conducted in Scotland. The policy is next due for review in 2019/20 and this will consider a number of factors including revised potential revision of the procurement thresholds for procurement activity undertaken by devolved procurement officers.

The SPS Internal Audit function appointed a contracts auditor in early 2018. This increased the focus and number of audits undertaken around contracts and SPS purchase to pay activity. A number of observations and recommendations were taken forward as management actions as a result of these audits and reflected into SPS procurement policy and practices, and also within Estates & Technical Services in terms of instructing and validating activity completed under measured works contracts.

1.3 Procurement Arrangements

A Procurement Policy & Services Department (PPSD) at SPS headquarters conducts the full cycle of SPS procurement and contract management activity for the majority of the SPS's annual external expenditure (£145.5M in 2018-19). In any given year the PPCD team typically tenders, awards, or reviews and extends approximately 100+ contracts for Goods, Services or Works to underpin SPS business needs. These projects are of varying complexity and span a range of values across Regulated, OJEU and Non-Regulated (*as defined by the Procurement Reform (Scotland) Act 2014*).

PPSD's activity engages closely with relevant stakeholders from a pre-procurement / planning activity, through the tender and into establishing 'national' contracts. These contracts are then mandated for use across the entire SPS organisation.

PPSD also serves as the conduit to introduce relevant collaborative contracts such as those established by the Scottish Government on a national or sectoral basis, into the SPS organisation. SPS has also continued its successful collaboration with HMPS in England for some relevant contracts e.g. staff uniform, prison mattresses, etc. Approximately 90% of the SPS's external expenditure is governed by central contracts set up by the SPS directly or through call-off from relevant available collaborative contracts. The c.10% balance is managed through devolved procurement activity (as outlined below in 1.3.1).

The procurement arrangements, policy and processes in SPS are designed to enable SPS to meet the provisions set out in its Procurement Strategy for conducting Regulated and OJEU procurement. As indicated above, SPS has set a lower (£20K) threshold for advertising and tendering SPS requirements. Exceptions such as Non-Competitive Actions (Section 1, Table 5) are carefully managed and we seek to minimise such occurrences.

1.3.1 Devolved Procurement - Scheme of Delegation

In addition to its centralised procurement team, SPS empowers specific staff (DPA Officers) across the SPS estate to undertake transactional procurement at a local level up to the value of £20k within parameters set out in the SPS Procurement Manual e.g. where there is no national contract, and subject to quotations being obtained in competition. This balances the legal requirement to consider procurement activity at a corporate level with a necessary degree of local procurement autonomy to respond to local needs and/or emergency situations.

The delegated procurement authority arrangements and value thresholds for devolved procurement are under review. This work aligns with the intended roll out of an electronic purchase to pay system, revised internal processes and user training (see paragraph 8) across SPS.

1.3.2 Contract and Supplier Management (CSM)

SPS deploys a small CSM team to oversee a portfolio of approximately 250 'live' contracts used to support the range of SPS operational activities. CSM activity also includes local oversight of Scottish Government (and other) collaborative contracts used by the SPS. Contract Summary information is provided to end users to enable them to effectively access and utilise contracts.

Approximately half of the contracts used by the SPS receive active contract management by the central CSM team which includes scheduled meetings with the relevant suppliers. The remaining, typically low value / lower risk, contracts receive periodic oversight consistent with ensuring these are being performed as intended. Works contracts are subject to oversight by Estates & Technical Service colleagues (typically in the prison concerned) until the work is completed and signed-off as such.

The CSM engagement with prisons and suppliers is intended to ensure contracts are performed as intended and that any issues are identified and addressed. The CSM team also undertakes reviews of contracts which are approaching their intended expiry with a view to determining (via benchmarking) whether there is value for money rationale for SPS to exercise the extension option which may be available in the contract. Decisions to extend or retender any contract involve engagement with the internal customer and are subject to relevant governance approval within SPS.

SPS also maintains a dedicated team for Contract and Supplier Management oversight of the two Private Prison contracts (for HMP Kilmarnock and HMP Addiewell) and the Scottish Court Custody & Prison Escort Contract ('SCCPES'). A new SCCPES contract was awarded to GEO Amey PECS Ltd in March 2018. This team was heavily engaged during the year to oversee the mobilisation and transition arrangements to GEO Amey ahead of the service becoming fully operational in January 2019.

1.3.3 Stakeholder Voice

There is close liaison between Procurement and Operations Directorate and other key stakeholders regarding contracts which are specific to their business area. Various arrangements exist whereby stakeholders and end-users (whether this is SPS staff or persons in custody) have opportunities to be represented in terms of the specification e.g. the Prison Canteen Control Board and Prison Involvement Advisory Committee (PIAC) provides opportunities for those in custody to be consulted about the range and type of goods available; in prison forum groups provides feedback about prison catering / menu choices; and staff are represented in terms of uniform.

2. People

SPS continues to invest in developing its procurement team and capabilities against a back drop where it remains challenging to attract and retain qualified and capable procurement professionals within a competitive job market.

The increased complexity of the procurement role has led to PPSD continuing to provide significant training and support to procurement staff to ensure that they remain up to date with developments. This is supported by externally led procurement training and specific activities via the SPS College. PPSD has also undertaken periodic contractual and case law training sessions with the Scottish Government Legal Department (SGLD).

SPS Procurement continues its proven Procurement Career Pathway and to employ a 'grow from within' approach. This provides a number of viable entry (and exit) points for new, less experienced or existing SPS staff to join the SPS Procurement team and to develop their skills, experience and capabilities. This includes SPS providing structured learning and supporting individuals to progress towards achieving a professional qualification (CIPS).

During the period, SPS has continued to partner with [Napier University](#) and appointed 2 Undergraduates in their 3rd year (sandwich year) of a Business Degree as well as 2 'Honours Undergraduates' who have worked part-time whilst undertaking their final year at University. Since its inception in 2012, SPS has engaged 34 individuals into the procurement profession through various entry routes (including undergraduate, graduate and internal Development Opportunity programmes). Of these, 27 are known to be still actively working in procurement (either within SPS or outwith).

In the period covered by the APR, SPS also was instrumental in setting up a cross-sectoral Procurement Development Network (PDN) to enable those new to the procurement profession to build a network with their peers, share resources, learning and their experiences.

These approaches are collectively designed to provide a suitably flexible and agile approach to resourcing. We also seek to encourage and promote people to enter and develop a career within the procurement profession. This aligns with broad Scottish Government objectives (as below) and the 'Procurement People of Today and Tomorrow' initiative which seeks to encourage more people towards a career in procurement.

' Increase the number of Graduates in positive destinations'
Scottish Government National Indicator

"We realise our full economic potential with more and better employment opportunities for our people."
Scottish Government National Outcome

In 2018 the SPS was Highly Commended in the GO category for the “Procurement Project of the Year Award (above £20m value)”. This award was for a considerable cross-functional team effort and once again underlines the importance of effective team-working, and of developing procurement people who are capable of delivering against the vision set out in the SPS Procurement Strategy.

Highly Commended



The relative success at the GO Awards in 2018 and previous years reflects that SPS, as an employer, has been recognised externally as having a progressive approach to developing staff and managing its procurement activity.

3. Value for Money – Competition

Competition is crucial to achieving value for money. SPS has continued to advertise its contracts appropriately endeavoring to make these opportunities as accessible as possible for small, medium and large suppliers alike. For all Regulated procurements under the [Public Contracts \(Scotland\) Regulations 2015](#), consideration is given as to whether contract opportunities should be divided into lots and an explanation given where SPS elects not to do this.

Section 1, Tables 2 and 3 of this report provides a summary of the Regulated procurement activity conducted by the SPS during 2018-19.

3.1 Pre and Post Procurement Activity

The way that SPS interacts with economic operators is a key component to achieving effective procurement and contract outcomes particularly for the more involved projects. SPS takes active steps to undertake pre-procurement activity, early market engagement and being accessible to economic operators. During the period, SPS has continued to undertake Bidder and Applicant Forums wherever appropriate. We see these as providing a valuable opportunity for early market engagement prior to and following commencement of a procurement exercise. We also actively undertake post-tender debriefing (for both successful and unsuccessful tenderers), and have seen a number of bidders reflect on such feedback and adjust their approach when next tendering to the SPS.

SPS also engages in National Meet the Buyer Events such as that hosted by the Supplier Development Programme at Murrayfield in 2018.

4 Sustainable Procurement Duty (SPD)

SPS procurement activity recognises the need to consider and address the Sustainable Procurement Duty (SPD) within Regulated procurement. The Procurement Reform (Scotland) Act and associated Statutory Guidance outlines a range of areas to be considered. Some of these, such as Community Benefits, involvement of SMEs, engagement with the Third Sector, Supported Business and the addressing socio-economic and environmental aspects within the authority’s area feature as areas reported in their own right in this APR.

SPS also recognises the clear synergy between the SPD, the opportunity to support elements of the SPS's corporate 'Unlocking Potential: Transforming Lives' agenda and the [SPS Employability Strategy](#) (published in March 2018).

The SPS Procurement team has considered the various Scottish Government guidance around the SPD and has developed a **Sustainability Prioritisation Tool** to guide the internal customer and buyers through the different elements of the SPD. The tool was developed with reference to internal subject experts such as the SPS Estates Carbon Champion, the SPS Equality & Diversity team, etc. and was launched in Nov 17.

The tool has been updated in the reporting year to include policy areas such as Serious Organised Crime (including Slavery & Human Trafficking), the General Data Protection Regulations and Cyber-Resilience to provide a one stop point of reference for buyers to consider when developing their Commodity / Category Strategy and subsequent tenders. The tool provides a basis to make informed decisions about the relevant and proportionate aspects of the SPD which will be prioritised within individual projects.

For all 'Regulated Procurement' and some Non-Regulated procurement (where appropriate) SPS has given due regard to: the promotion of innovation; the potential for SME involvement, and, above all, how improvements might be made to the Authority's area (which in the case of SPS includes all of Scotland and the communities in which it operates), through the procurement process.

Sections 4.1 to 4.9 and Sections 2 & 3 of this APR highlight how SPS has addressed and achieved outcomes against the various facets of the SPD.

4.1 Sustainable Procurement Duty - Social Value

The SPS Procurement Strategy recognises the importance of the Scottish Model of Procurement, the [Value for Money Triangle](#), and the need to achieve proportionate consideration of sustainability and social value outcomes from its procurement activity (as well as ensuring that that quality and cost requirements are met).

SPS procurement activity seeks to generate improved economic, social and/or environmental outcomes for the communities in which SPS operates. As Scotland's prison service we have sought to focus attention towards activities which provide opportunities for progression for people in or leaving custody.

Many people in our care can be considered '**disadvantaged persons**' in terms of their specific circumstances and socio-economic background e.g. lack of housing, unemployment and limited work experience, home location from an area of multiple deprivation where there may be limited opportunities, disability or other health issues, poor prior learning experiences, etc. A period in custody often also serves to create additional barriers to employment.

In the reporting period covered by this Annual Procurement Report the SPS has continued to consider social value outcomes and to include community benefit opportunities in relevant tender activities. Section 3 of this report provides a summary of the **Community Benefit** outcomes.

We have achieved some success through procurement activity engaging with suppliers that wish to work with SPS by providing community work placements, and/or opportunities for employment for those leaving custody. Whilst the numbers are currently relatively small, there is a clear appetite and recognition amongst some suppliers of the social value in working with the SPS in these areas. It is also recognised that it can take time to build interest in this area with the supply base and for suppliers to reach the point of making social value contributions.

4.2 Fair Work and Living Wage



SPS has been an Accredited Living Wage employer since August 2016. As well as ensuring that SPS continues to pay its employees the current Living Wage, it will continue to ensure that its procurement activity contributes to maintaining Fair Work provisions including Living Wage for supplier staff working in SPS sites. SPS will, to the extent permitted by law, include [Workforce Matters](#) in applicable contracts (as determined by the sustainability prioritisation).

In addition, through its contract management activity, SPS has monitored compliance with supplier 'Workforce Matters' commitments including in terms of Fair Work: Living Wage in applicable contracts.

As well as pledging to provide wages at, or above the Scottish Living Wage, the new SCCPES contractor, GEO Amey PECS Ltd provided a comprehensive Workforce Matters package including a commitment not to engage staff on zero-hours contracts.

4.3 Equality and Diversity (E&D)

SPS continues to consider [Equality and Diversity](#) in its procurement activity and the need to comply with the [Equality Act 2010](#) and the 'General Duty'. SPS has, where appropriate, included undertakings in respect of better performing the General Duty in the contract award criteria and/or the conditions pertaining to contract performance.


As examples, the tenders & contracts for Learning & Skills services, and SCCPES reflected E&D provisions within the specification, and tender selection and evaluation. There is an expectation that supplier staff be trained in the provisions of the Equality Act 2010 and that the behaviours and services provided shall reflect the ethos of the Equality Act in terms of non-discrimination, accessibility, and promotion of the key facets of the Public Sector Equality Duty (PSED).

All staff undertake the SPS E&D e-learning via the SPS College, and also the SPS's Equality & Diversity classroom based training. In procurement, this learning is supported by the Sustainability Prioritisation Tool providing specific guidance to inform decisions about equality matters within tenders & contracts. In addition, whilst attending events such as 'Meet the Buyer' SPS has promoted the SPS's general commitment to equality and LGBT inclusiveness.

SPS itself is recognised as a Diversity Champion by [Stonewall](#). The annual assessment process for this considers. Amongst other factors, how an organisation’s procurement activity contributes towards eliminating discrimination and promoting equality. Several key SPS suppliers are also noted to be ‘Diversity Champions’ in their own right. The SPS staff networks for LGBT, disability and women are open to contractor employees who regularly work in prisons in Scotland.

4.4 Small and Medium Sized Enterprises (SMEs)

SPS has maintained a position over the past few years (including in 2018-19) whereby approx. 50-60% of the 1,200-1,350 suppliers used annually by the SPS are SMEs. SPS procurement policy will continue to provide a platform for SMEs to access SPS contract opportunities, whether this be as a result of SPS advertising contract opportunities on PCS (>£20k) or the award of business ‘locally’ through devolved procurement officers.

<p>In 2018 / 19 we used</p> <p>1,250</p> <p>Suppliers</p>	<p>Of the 1,250 Suppliers</p> <p>685</p> <p>were classified as Small & Medium Enterprises (SME)</p>	<p>This means</p> <p>54%</p> <p>of the Suppliers used by the SPS were SMEs.</p>	
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SMEs typically account for 20-30% of SPS’s external purchase expenditure (£145.5M in 2018-19). This equates to approx. £30M to £40M of work awarded annually by the SPS to SMEs. Other SMEs are engaged as sub-contractors in the supply chain of larger contractors however, in all but the largest projects, this is not something we seek to track. The % figures for SME engagement have remained reasonably consistent for a number of years.

4.5 Supported Business

SPS continues to work in collaboration with the British Association for Supported Employment (BASE) to build on the successful partnership that is now well established. More information on the SPS engagement with Supported Businesses can be found in [Section 4](#) of this APR.

We are pleased to note contractors engaging Supported Business and Social Enterprise as part of their supply chain (see Section 3, 3.1). SPS will continue to pursue this supply chain engagement as a Community Benefit outcome alongside our own direct engagement with the sector.

4.6 Third Sector

SPS works extensively with the **Third Sector** which can provide a range of in-prison and post liberation services to those in custody. “Collaboration” is one of the Strategic Themes in the SPS’s new Corporate Plan 2019/22. This reflects recognition that working in partnership with other agencies is the best way of supporting the successful reintegration of those leaving custody back into their communities. Third and independent sector organisations continue to play a significant role in reintegration planning.

During the period, the SPS procurement team supported the update of the [SPS Partnership Pack](#) to provide a framework and document set that prisons can utilise. SPS will be rolling these out in 2019/20 with a view to ensuring that the design and delivery of prison services through the Third and independent sector is more fully recorded.

There is a significant, ongoing level of engagement with the third and independent sector with approximately 70+ third sector organisations providing a range of services to those in, or leaving custody. Many of these services are grant funded by others and they do not therefore feature in the SPS's external expenditure figures. Examples include:

- Approx. 14 organisations provide Addictions work including by Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, Turning Point, Simpson House, 4 different Recovery Cafés, SMART Recovery, 218 Project, etc.
- Throughcare services by Apex Scotland and Highland House.
- The Salvation Army operate the visitor centre at HMP Edinburgh.
- Various Mental Health, Counselling and Support services including the Samaritans, Lifelink, Talking Heads, Open Secret, Barnardos, Cross Reach, etc

Committed to Ending Abuse (CEA), Barnardos and Wellbeing Scotland are third sector organisations that provide services directly to the SPS through contracts awarded in previous years. Crossreach (Dick Stewart Hostel) and the Salvation Army provide temporary accommodation places for individuals with no fixed abode.

These services complement and work alongside statutory partners such as NHS Scotland that provide healthcare services within prisons, the DWP Job Centre Plus, and council social work departments. There is also a range of circular economy, work based activity with the Third Sector and Social Enterprise (see section 4.9b below).

4.7 Food Contracts: Health & Wellbeing

In line with the ideals of [Becoming a Good Food Nation](#) SPS's procurement strategies for food contracts reflect the Scottish Government's ambition to contribute to the Scottish economy and to help improve the nation's health & wellbeing whilst taking cognisance of the unique environment in which SPS operates. SPS food tenders and contracts reflect requirements that suppliers comply with a range of legislative requirements including supply-chain food traceability, and obligations in terms of **animal welfare**. For example:

- The contracted supplier of fresh meat & poultry uses approved supply-chain suppliers which implement and maintain an Animal Welfare Policy. The supply-chain is audited externally and internally (*by the SPS fresh meat supplier*) to ensure that the supply-chain is maintaining the welfare policy. The welfare policies include important criteria to ensure that the animals are free from hunger, thirst, fear and discomfort, etc. There are also requirements that the supply-chain trains its staff in accordance with the Welfare of Animals at the Time of Killing (Scotland) Regulations 2012. Government regulations state that the slaughtering of animals cannot be conducted without a Welfare Certificate.

- The contracted supplier of fresh milk and dairy (Grahams Dairy) is an award winning supplier that is accredited by the British Retail Consortium (BRC) and the Soil Association covering its organic products. All 108 farmers that supply to Grahams Dairy are [Red Tractor Assured](#) in terms of meeting food assured standards.
- SPS encourages its suppliers to use local providers in their supply chain where practicable. In the case of Grahams Dairy, all milk supplied to the SPS is sourced from Scottish farms.

The SPS contract management team continues to undertake active management and review of its suite of 6 national food supply contracts. This includes due consideration of specific dietary needs within specifications (vegetarian and halal) for health or religious reasons. Various internal stakeholders continue work with Procurement to ensure the core list of food products in these contracts meets SPS's catering and nutritional needs.

SPS has continued work to ensure that the standardised menu choices available to those in custody are nutritionally balanced and in line with national dietary targets. The menu choices reflect a reduction in the consumption of high fat, salt and sugar products and an increase in fruit and vegetable consumption. Work continues with NHS Health Scotland, Scottish Government and SPS caterers in this area.

A significant milestone in SPS promoting health and wellbeing of those in *custody (and staff who may have been subject to second-hand smoke)* was that Scottish prisons became smoke free in November 2018. Procurement activity played an important role making this transition and maintaining it. This included sourcing and ensuring the supply and stock arrangements of suitable vaping devices as an alternative to tobacco.

4.8 Fair and Ethically Traded Goods

SPS's standard procurement includes consideration of what Fair Trade provisions could apply appropriately and proportionately and an assessment of a bidder's suitability to be awarded the contract.

SPS makes relevant use of Government Buying Standards (GBS) when specifying a range of goods. GBS set out relevant sustainability provisions including in terms of ethical sourcing. When specifying softwood timber for prison industries, the SPS require suppliers to provide product which is certified as being sourced from legal and sustainable sources. Timber supplied to the SPS must be accredited to meet either the Forest Stewardship Council (FSC) or the Program for the Endorsement of Forest Certification (PEFC).



SPS also has a strong track record in the Reduce, Reuse and Recycle elements of the waste management element of its carbon management strategy. Suppliers to SPS are required to take steps which directly or indirectly support this work. For example, the supplier recently awarded the contract for packaging materials addressed issues of recycled content within the products to be supplied, and also ethical / sustainable purchasing practices achieved through long term relationships with fibre and wood pulp suppliers.

[Section 54 of the Modern Slavery Act 2015](#) requires that commercial organisations, whose turnover is at least £36m per annum, prepare and publish a Slavery & Human Trafficking Statement in respect of their business activity, policy and supply chain practices. The Act sets out obligations to ensure appropriate checks, training and due diligence is enacted to minimise the potential for slavery and human trafficking within business activities.

In March 2019, SPS undertook an exercise to check the status of the suppliers that currently hold contracts with the SPS. Of the approximately 40 suppliers whose turnover required them to have published a Statement, all had done so. Part of the PPSD staff training also includes material related to the risks of Modern Slavery and Serious Organised Crime in supply chains. Both factors are reflected into the risk profiling at the Commodity / Service Strategy stage of a procurement.

The Ministry of Justice (MOJ) undertakes an audit of the supply-chain for the prison officer uniform collaborative contract which the SPS utilises. This includes audit and MOJ staff physically assuring the working conditions of the factories used (in China and Bangladesh) for the manufacture of garments.

4.9 Climate Change Reporting - Carbon Management

The Scottish Government's National Performance Framework sets out a number of National Outcomes and Sustainable Development Goals including in relation to Climate Change and Environment.

The SPS Annual Climate Change Reports on SPS progress against these provisions. Reporting is available at this publicly accessible website: [The Sustainable Scotland Network](#). Part 5 of the Report reflects a section "Procurement". Information about progress against the Climate Change – Carbon Management objective also features in the SPS Annual Report and Accounts.

SPS has a Sustainability Manager who oversees progress and serves to champion activity which contributes to carbon reduction across the SPS estate. SPS has engaged in a programme of targeted investment over a number of years in LED lighting across the estate, lighting control replacements, BEMS and HVAC for heating and ventilation control improvements, the installation of (PV) photo-voltaic solar panels, energy efficient laundry equipment, boilers and controls, and water control measures. All such investments variously involve procurement activity and contracts.

The relative improvements are captured and reported by Estates & Technical Services (E&TS) as part of the SPS's general Climate Change Report. The reporting tends not to indicate individual projects.

The SPS Procurement team regularly consults with, and seeks advice from, the SPS Sustainability Manager and the marketplace around climate change and sustainability issues relating to specifications and projects. The following three examples serve to illustrate how procurement and contracts contribute to the SPS climate change activity:

4.9(a) Waste Recycling

The SPS Procurement team utilised the Scotland Excel framework to award (in April 17) a 3-year contract for Recyclable and Residual Waste. There has been, and continues to be, significant work to reduce and divert waste from landfill both within SPS's own waste management activities and as part of the performance of the contract.

SPS's contracted waste carrier (ENVA) provides various containers to support waste streaming. ENVA provides closed loop recycling & reporting to the SPS Sustainability Manager to support SPS's climate change reporting around the end use of materials. ENVA is committed to maximising recycling of the different waste streams generated:

- General / Residual waste materials: Bulked & processed as Refuse Derived Fuel (RDF) to MVV and EEW Energy.
- Glass: Collected & processed into pellets or ground glass sand to be used in flooring or construction.
- Wood: Wood is processed through the ENVA timber recycling plant where materials chipped and sold on to make biofuel briquettes or sent for the manufacture of MDF.
- Metals: Metals are segregated and then processed as a commodity.
- Green Waste: Is bulked and then sent for composting to Buchley Eco or GP Environmental.
- Dry Mixed Recyclables (DMR): Segregated at each geographical location bulked & sold directly as commodities
- Food Waste: Processed for anaerobic digestion through Energen Biogas.

Prison work parties also contribute significantly by sorting and baling prison waste streams so that SPS optimises rebate revenue from waste. A number of SPS prisons train those in custody to accredited standards in terms of waste handling and sorting. It is hoped to leverage employment opportunities for those leaving custody within the waste industry.

4.9(b) Circular Economy

SPS operates a number of work based activities around recycling and reuse as part of addressing climate change and supporting the circular economy. Outcome delivery is very much undertaken at a local prison level. Partner engagement and contract processes have, where required, been supported by staff within SPS Procurement.

- A workshop at HMP Glenochil refurbishes large domestic appliances for sale through a Fife based Third Sector partner (Castle Enterprise) to those on low incomes. In its first year of operation it has refurbished more than 1,400 washing machines (an estimate of 433 tonnes "diverted from landfill"). At any given time, the workshop trains and engages up to 15 persons in custody in the activity. One individual has, following work-placement whilst in custody and then liberation, secured employment with the partner repairing electrical appliances with Castle Enterprise. Two others undertake community work placements there. There is a similar workshop at HMP Edinburgh which engages with a number of Third Sector organisations in the Edinburgh / Fife area.

- Engagement with the Bike Station (various prisons) and Oskars (HMP Greenock) to refurbish used bicycles for sale and re-use in the community. Those in our care are trained to an accredited standard by the SPS and undertake work to ensure the bicycles are in safe, roadworthy condition. The workshops process approx. 1,500+ bicycles per annum (with others used to provide donor parts).
- The above examples reflect innovative thinking to align some of the SPS's in-prison activities to provide a series of meaningful work experiences for some of those in custody. This working with third sector social enterprises enables those in our care to contribute positively to society in terms of the circular economy.

4.9(c) Smarter Working

SPS is piloting Smarter Working options at its Headquarters. This pilot includes Procurement staff. The pilot uses mobile technology, working from other SPS locations, and flexible working to reduce the travel to work impact for staff whilst maintaining productive output (workload) and management of the team. The project seeks to inform alternative ways of effective working for HQ based staff thereby positively affecting SPS's carbon footprint.

5 Serious Organised Crime (SOC)

The [Strategy for Justice in Scotland](#) recognises the importance of tackling serious organised crime. This includes ensuring that SPS does not work with suppliers that have such involvement.

SPS agreed an Information Sharing Protocol (ISP) with Police Scotland in February 2019. This provides a basis for SPS to undertake SOC checks of suppliers (as permitted by the Public Procurement Regulations) with Police Scotland. SPS's focus will be to validate new suppliers generally but particularly in business areas which Police Scotland has assessed as being 'at risk' of SOC activity. These checks support the supplier self-declarations made through the European Single Procurement Document (ESPD).

The SPS's routine requirement for all persons (including contractor) working in prisons to hold a valid Disclosure Scotland check plus security searching also serve as inhibitors to SOC engagement. SPS does, however, recognise that it is not immune from such threats and we will maintain ongoing vigilance within our procurement activity and awards of contract.

6 Health and Safety

SPS recognises the importance of ensuring that it continues to comply with the Health and Safety at Work Act 1974. It is equally important that SPS works with reliable contactors that are familiar with this legislation, understand their responsibilities and operate safe systems of work.

Within its procurement activity, SPS continues to use tenders to check and test tenderers' understanding of their responsibilities and their track record. For relevant contracts, SPS has obtained a suitable method statement which addresses Health and Safety as it pertains to that contract and evaluated the proposed method statements. For applicable Works contracts, SPS routinely requires these statements to demonstrate and ensure compliance with the [CDM Regulations 2015](#).

There is close liaison with Operations Directorate, Health & Safety and Fire Safety colleagues regarding the specification and suitability of items, particularly those which may be provided in-cells or prison association areas. The nature of prison operations means that some items are not permissible (e.g. glass packaging or aerosols), are illegal within prisons, or are specified to meet specific prison standards (e.g. fire retardancy for mattresses and pillows; tamper proof fixings, etc). In recent months, and based on operational feedback, the Procurement team worked with the supplier of electrical goods to arrange specific modifications to the small kettles provided in-cells to make them more suitable for the operating environment.

7 Payment of Invoices

All SPS contracts include a condition which commits SPS to pay all suppliers within 30 days of receipt of a valid, correct invoice. However, SPS aims to pay suppliers within 10 days of an invoice being received in accordance with Scottish Government guidance. The various terms and conditions used by SPS also reflect obligations on contractors to pay their supply-chain promptly for properly completed work.

During the year ended 31 March 2019, SPS paid 99.15% (2017-18: 99.1%) of all invoices received within the terms of its 30-day payment policy. Payment performance within 10 days was 93.03% (2017-18: 93.5%). SPS publishes the payment performance statistics within the SPS Annual Report and Accounts.

8 E-Commerce

SPS continues to encourage fair and open competition and SME engagement by advertising contract opportunities above £20k via the [Public Contracts Scotland](#) website. In addition, for low value requirements, SPS extensively utilises [PCS Quick Quote](#) for fast turnaround and to enable bidders to provide electronic quotations. SPS continue to publish its [Contracts Register](#) in PCS.

As well as advertising on the PCS portal, SPS has continued to grow its use of electronic tendering (via the [Public Contracts Scotland Tender \(PCS-T\) system](#)) as the preferred method of inviting tenders. This, and use of the ESPD standard qualification questions, makes it easier and more cost-effective for our suppliers and tenderers to bid.



In 2018/19 we introduced **electronic contract management (e-CM) within PCS-T** to enable more effective management of contracts in SPS. Whilst this remains at an early stage we intend to increase the scope and reach of e-CM by providing access to a variety of SPS stakeholders and, in time, to suppliers.

In April 2019, SPS commissioned a project to implement an **electronic Purchase to Pay system** (based around the Scottish Government's Professional Electronic Commerce Online System known as PECOS). We expect to introduce this on a phased basis over the next 3 years. The project is being jointly delivered by SPS with the Scottish Government's e-Commerce Shared Services Team.

9 Collaboration

SPS continues to support sectoral (central government) and national collaborative procurement activities through use of relevant collaborative contracts / Frameworks, and engagement and participation at various levels. For example, ensuring relevant representation at the Procurement Collaboration Group (PCG); the Central Government (CG) Cluster Group; participation in the national Scottish Government “Policy”, “Best Practice” and Construction forums, and ensuring relevant contribution to other initiatives which further effective working and the procurement collaborative agenda.



SPS has continued its practice of sharing learning with others both in the Central Government sector and the wider public sector in Scotland on topics such as Social Value, the CPN, as well as lessons learned on key procurement exercises including Learning and Skills and SCCPES.

9.1 Collaborative Contracting

Circa. 30% of the SPS’s annual external expenditure is managed through collaborative contracts either set up by the SPS or others. The three Category A utility contracts set up by Scottish Government account for approx. (6%) of the SPS’s annual external expenditure in their own right.

- The SPS led the collaborative retender of the Scottish Court Custody & Prison Escort Services (SCCPES) and continues to take the lead role in terms of managing the new contract on behalf of the Criminal Justice Partners (Police Scotland, Scottish Courts & Tribunals Service, and the Crown Office & Procurator Fiscals Service) as represented through a Multi-Agency Liaison Group or MALG. This 8 year contract, which commenced in January 2019, has an expected value of approx. £28m per annum (*circa 17% of the SPS’s external expenditure by value*).



- SPS also led the collaborative tender for Employee Assistance Programme (EAP) for the Central Government Sector. This led to the award and commencement of a new four-year Framework Agreement from November 2018. The Framework is being used by approximately 40 public bodies in the Central Government Sector.

10 Other Commercial Activity

SPS manages a range of [Prison Industries](#) as part of its operation and, in turn, manufactures a range of products for sale to commercial or trade. Link to: [SPS Industries Product Brochure](#)

There is a range of commercial activity undertaken by SPS to support Prison Industries. This is overseen by the Procurement function as part of its wider commercial remit. This includes activities to support the design, manufacture and sale of a range of timber, textile and engineering products manufactured in Scottish Prisons. SPS also seeks to work in partnership with others in this arena where this affords greater opportunities for those in our care.

SPS continues to recognise the benefit that Prison Industries can offer by providing opportunities for people in our care to gain valuable social skills and realistic work skills to enhance their employability prospects.



Items all manufactured by SPS Prison Industries

The Sustainable Procurement Duty and Community Benefit provisions within public contracts provide SPS with an opportunity to align with, and leverage outcomes which support the [SPS Employability Strategy](#). This is not only through SPS's own tenders but by encouraging others to also develop outcomes which support those who may have been in custody. SPS also remains open to the development of Employability Partnership agreements to enable partners to host their business enterprise in a prison setting or to engage with the SPS in terms of work for Prison Industries. Examples of some of the outcomes in this area are provided in Section 3.

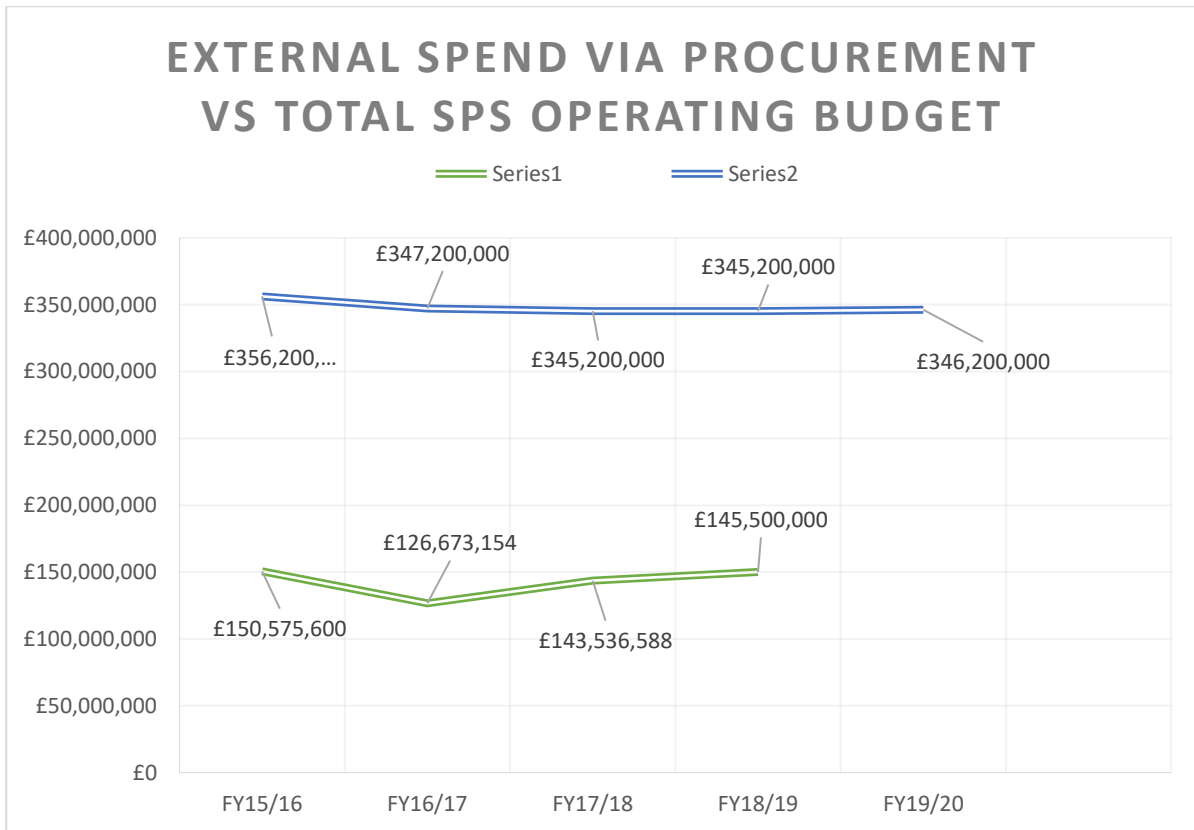
SECTION 1 SUMMARY OF THE REGULATED PROCUREMENT COMPLETED BY THE SPS IN 2018-19

This section provides a high-level summary of procurement activity undertaken by SPS in the reporting period 1 April 2018 to 31 March 2019.

- Table 1: SPS Annual Expenditure
- Table 2: Regulated Procurement activity
- Table 3: Summary of the Regulated Procurement undertaken (April 18 to Mar 2019)
- Table 4: Call Off Contracts (2018-19)
- Table 5: Call Off Contracts (Prior Years)
- Table 6: Non-Competitive Actions (NCAs) - an award without a competitive procurement process.

Table 1: SPS Annual Expenditure

SPS is provided with an annual operating budget by the Scottish Government. In 2018-19, SPS had an overall operating budget of £345.2m. Approximately £145.5m of this expenditure was committed via procurement activity and contracts with external suppliers. Procurement activity achieved savings and efficiencies of £7.9M in the period 2018-19.



Many of the requirements and contracts set-up by SPS flow from the need to accommodate, feed and support approx. 8,000+ persons in custody and to ensure relevant supplies / services to underpin SPS operations and a staff group of approx. 4,500. There is a programme of contract development activity for the period included a range of requirements which are planned over a long term, as well as a range of in-year (*planned and unplanned*) requirements.

Table 2 Regulated Procurement Activity (2018-19)

Under the Procurement Reform (Scotland) Act 2014, Regulated procurement reflects contracts whose anticipated value is over £50k in value for goods and services or over £2m in value for public Works (excluding VAT). Contracts whose values are less than the £50k or £2m thresholds are known as “Non-Regulated” procurement.

SPS awarded a total of (120) contracts during the period covered by this report. SPS advertised all these projects via the Public Contracts Scotland website.

Contract Type	No. of new Contracts Awarded	Total Value of new Contracts Awarded
Supply (Goods)	29	£ 1,697,000
Services	40	£34,413,000
Works	51	£ 5,390,000
Total	120	£41,500,000

Within the (120) new contracts awarded in 2018-19:

- (18) contracts were new Regulated / OJEU procurements – circa £33.24M (see Table 3).
- (15) reflected a new call-off from a Framework contract – circa £2.14M (see Table 4), and
- The remaining (87) were Non-Regulated / Quick Quote awards – circa £6.16m.
- *(The (51) SPS Works projects (shown above as £5.39m) were all progressed as Non-Regulated procurements i.e. all were below the relevant £2m Regulated threshold for Works. In 2018-19 the six the largest SPS Works projects were valued between at £250k to £500k.*
- In addition, SPS also continued to use thirty-nine (39) other Framework agreements where the call-off was undertaken in prior years – circa £15.2m spend (see Table 5).

The Procurement Strategy (2016-18) had included an Annex with a summary of the known Forward Regulated Procurement activity for that period. This summary has been updated for 2019-20 and is attached as Section 5.

No **light touch regime** tenders were undertaken in the period.

Lots

SPS Commodity / Service Strategy’s consider Lots where appropriate. SPS estate activity is split into Areas – East, West, Central and North. Where a tender covers all Areas, such as paintwork services, bidders were provided with the option to bid and price for one or more Areas. SPS has also used Lots where it has been possible to group different type of equipment which require support – security x-ray and detection equipment. In many cases, Works activity is tendered and provided to one prison; Lots are not then applicable.

For supply of Goods and Service contracts, SPS generally seeks to provide consistency of supply / service and price across the prison estate versus splitting into Lots. In doing so we seek to balance the value / duration of the contract with the need to ensure value for money through effective competition with the costs of doing so (*e.g. bidder costs and SPS internal procurement / contract management costs*) for what may be relatively low value contracts particularly if split into Lots.

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Table 3: Summary of the Regulated Procurement undertaken (April 18 to Mar 2019)

The following table reflects (18) new Regulated and OJEU value contracts where a contract award was completed in the period. These reflect a value of £33.24m. In some cases, the procurement activity (contract notice advertisement and tender), commenced in the prior financial year.

	Date of Award	SPS Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Contract	Start Date	End Date	Notes
1	Mar 2018	01350	ThyssenKrupp Elevator UK	Maintenance, Servicing and Repair of Lifts & Stair-lifts.	£200,000	01/04/18	01/04/21	Services
2	Mar 2018	01629	Vestey Foods (GB)	Provision of Contingency Food Packs.	£55,000	-	05/02/19	Supply: Goods
3	Mar 2018	01500	Geo Amey Pecs Ltd	Scottish Court Custody and Prison Escort Service (SCCPES).	£28,000,000 PA	26/03/18	26/03/26	Services. Whilst the contract was awarded in late Mar 2018 the services commenced in Jan 2019 following completion of planned mobilisation activities. The contract reflects multi-agency collaboration (4 organisations) within the Scottish Criminal Justice sector.
4	Apr 2018	01483	Charles Fellows Supplies Ltd	Clothing and Shoes for those in custody.	£484,000	05/04/18	02/04/21	Supply: Goods
5	May 2018	01157	L3 Communications UK Limited	Maintenance of X-Ray and Detection Equipment.	£252,000	04/05/18	04/05/21	Services. Award reflected Lots based on the support of different types of equipment.
			Detectnology UK Ltd		£252,000	04/05/18	04/05/21	
6	June 2018	01654	No award	Clinical & Washroom Waste Disposal Services	-			Services: Incomplete procedure. No award concluded. A re-tender exercise is currently underway.

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	Date of Award	SPS Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Contract	Start Date	End Date	Notes
7	July 2018	01643	BAM FM Limited	Maintenance of Refrigeration & Air Conditioning Equipment.	£300,000	03/09/18	03/09/21	Services
8	Aug 2018	01538	I & A Grant	Provision of Electrical Goods, Appliances and Accessories.	£115,000	29/01/18	29/01/21	Supply: Goods
9	Oct 2018	01644	PMR Products Ltd	Supply and Maintenance of TETRA-based Digital Radio Systems.	£500,000	04/10/18	04/10/24	Supply: Goods
10	Oct 2018	01605	OH Assist	Employee Assistance Programme (EAP) & Welfare Services to Scottish Central Government.	Approx. £250,000 PA	01/11/18	01/11/22	Services. SPS led the procurement to set up this collaborative contract for the Scottish Central Government sector.
11	Nov 2018	01652	Maxim Facilities Management Ltd	Cleaning Services at SPS Headquarters.	£100,000	01/12/18	01/12/20	Services
12	Dec 2018	10540	Argus True ID	Design, Supply & Installation of Replacement Key Management Systems with Maintenance.	£816,000	21/12/18	21/12/24	Services
13	Jan 2019	10627	Pointer Ltd	Installation of CCTV at HMP & YOI Polmont.	£63,000	07/01/19	07/06/19	Services
14	Jan 2019	01548	One Voice Software Limited	Incident Management and Control System (ICMS) Replacement Project.	£184,000	08/01/19	08/01/27	Services
15	Jan 2019	01695	Virgin Media Business	Firewall Replacement Project.	£105,000	31/01/19	31/03/22	Services
16	Mar 2019	01656	Lynx Marketing Services Limited	Provision of Material for Sports Clothing.	£138,000	08/03/19	08/03/25	Services
17	Mar 2019	01593	ADT Fire & Security	Maintenance of CCTV and PIDS.	£939,000	01/04/19	01/04/22	Services
18	Mar 2019	01609	Trend Controls Ltd	Maintenance of Building Energy Management Systems (BEMS).	£493,000	01/04/19	01/04/22	Services

Table 4: Call-Off Contracts

The following table contains details of (15) new call-off contracts which were awarded under existing Framework Agreements. Award was undertaken in accordance with the terms of the Framework e.g. either following a mini-competition or a direct call-off. These have an aggregate value of approx. £2.14m in the period (April 18 to March 19).

	Date of Award	SPS Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Call-off	Start Date	End Date	Notes
1	Mar 2018	01238/18	Currie & Brown	Provision of Quantity Surveying Services for projects in the 2018/19 SPS works programme.	£23,000	04/06/18	03/01/20	Mini-competition and Call off from SPS Framework
2	Mar 2018	00772	Jiangsu Sunshine Dongsheng I/E Co. Ltd	Officers' Uniforms. Annual Kit-Pack call-off.	£476,000	07/05/12	31/05/19	Annual call-off from a collaborative contract with the Ministry of Justice (MOJ).
3	April 2018	01225/3	DHL Express	Courier Services - Next Day.	£60,000	29/04/18	31/12/18	Call-off from CCS Framework.
4	July 2018	01238/19	Faithful & Gould	Provision of Quantity Surveying Services for projects in the 2018/19 SPS works programme.	£65,000	01/07/18	31/03/20	Mini-competition and Call off from SPS Framework
5	Sept 2018	01673	Royal Bank of Scotland	Banking Services.	£30,000	01/08/18	01/08/22	Call off from Scottish Government Framework SP-17-016 for Banking Services
6	Sept 2018	01676	Virgin Media Business	Supply & install of UCS Chassis and servers to the SPS Primary Data Centre	£71,000	29/09/18	30/10/18	CCS Framework RM1045 Network Services Lot 2
7	Oct 2018	01238/20	David Adamson & Partners Ltd	Quantity Surveying Services – oversight of Measured Term paintworks contract.	£21,000	01/09/18	31/03/19	Mini-competition and Call off from SPS Framework
8	Oct 2018	01238/21	Faithful & Gould	Provision of Quantity Surveying Services for projects in the 2018/19 SPS works programme.	£10,000	04/10/18	30/03/20	Mini-competition and Call off from SPS Framework

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	Date of Award	SPS Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Call-off	Start Date	End Date	Notes
9	Oct 2018	01238/16	Faithful & Gould	Provision of Quantity Surveying Services for projects in the 2018/19 SPS works programme.	£133,000	31/10/17	30/10/21	Mini-competition and Call off from SPS Framework
10	Oct 2018	01660	Embridge	Agresso Business World (ABW); software upgrade and development	£45,000			Call off from CCS Framework
11	Nov 2018	01668	Aristi Limited	Framework Agreement for IT Health Check and Cyber Essentials Services.	Estimated £20,000 per annum.	19/11/18	19/11/21	Call off from Scottish Government Framework. Three supplier award.
			Commissum					
			NTA Monitor					
12	Dec 2018	01430	Anderson Strathern LLP	Legal Services: Lot 1 - Contract, Commercial & Corporate Law Lot 2 - Debt Recovery Lot 3 - Litigation, Reparations, Employment and Inquiries	Anderson Strathern £773,000 MacRoberts £12,000 Morton Fraser £32,000	01/08/15	Jan 23	Call-off in Dec 2018 from Scottish Government Framework: Legal Services SP-14-006.
			MacRoberts LLP					
			Morton Fraser LLP					
13	Feb 2019	01697	Insight Direct (UK) Ltd	Application, Virtualisation and Termination Replacement Devices for SPS Data Centres	£120,000	21/12/18	31/03/22	CCS Framework RM3733 - Lot 1 (Technology Hardware)
14	Mar 2019	01695	Virgin Media Business	Replacement IT firewalls for the (2) SPS data centres in Scotland.	£105,000	31/01/19	31/03/22	CCS Framework RM1045 - Lot 2 (Network Services). Option to extend until 2024.
15	Mar 2019	01435A	TMP (GB) Ltd	Recruitment & Media Advertising for SPS.	£145,000			Call off from Scottish Government Framework SP-14-012.

Table 5: Call Off Contracts (Prior Years)

The following table contains details of the (39) Framework Agreements awarded in prior years which SPS continued to utilise in the period (Apr 18 to Mar 19) e.g. either following a mini-competition or a direct call-off. These had an aggregate value of approx. £15.2m in the period.

	Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Call-off	Start Date	End Date	Notes
1	01400	Optima Health t/a as Working on Wellbeing Ltd	Occupational Health Services	£404,000	31/03/17	31/03/21	The SPS led the procurement for the contract for the central government sector in Scotland. This led to the award of a four-year Framework Agreement from Mar 2017.
2	01447	Capito Ltd	IT Hardware Maintenance Services for the SPS	£40,000	31/05/17	31/05/23	CCS Framework RM1058.
3	01527	British Telecommunications Plc	Provision of Public Switched Telephony Services (PSTN) voice call and lines	Approx. £200,000 per annum	26/09/17	31/03/20	SG Framework. (Option exists to extend the term of the call-off until 2022).
4	01587	British Telecommunications Plc	Provision of Staff telephony Voice calls and lines	Approx. £55,000 per annum	30/10/17	31/10/20	SG Framework. (Option exists to extend the term of the call-off until 2022).
5	01510	Alexander (Scotland) Ltd and ASD Ltd	Supply of steel	Alexander, £41,000 ASD, £11,000	01/02/17	01/02/20	SPS Framework: mini competition
6	01515	Insight Direct (UK) Ltd	Microsoft Licenses for the SPS. Annual True-up and licence updates.	£1,100,000	01/04/17	31/03/20	CCS Framework. Awarded in 2017 for 3 years. (Year 2 of 3).
7	EPN 487	HealthCare Management Ltd	Principle Civil Service Pension – Scheme Medical Advisor	£79,000	July 17	July 21	Cabinet Office contract; single supplier.
8	SP-14-009	Lyreco UK Limited	Office Stationery	£260,000	01/06/16	31/05/19	SG Framework Single Supplier - Direct call-off
9	SP-15-006	HCR	Relocation Services	£64,000	01/04/16	31/03/20	SG Framework Single Supplier - Direct call-off

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	Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Call-off	Start Date	End Date	Notes
10	SP-13-(16-23)	Pertemps Brightwork ASA Recruitment	Temp and Interim Staff Services North, East and West	Pertemps £440,000 Brightwork £107,000 ASA £217,000	13/04/15	12/04/20	SG Framework Multi-supplier: Mini-Competition.
		Harvey Nash Parity Professionals Spring Technology	Temp and Interim Staff Services - IT	Harvey Nash £110,000 Parity £577,000 Spring £ 67,000			
11	01497	Brightwork Blueprint Recruitment Ltd	Temporary Maintenance staff	Brightwork £62,000 Blueprint £161,000	25/05/17	22/05/20	
12	SP-16-013	Konica Minolta Ltd Xerox (UK) Ltd	Office Equipment	Konica Minolta £280,000 Xerox £6,000	03/06/17	02/06/19	SG Framework Multi-supplier: Mini-Competition.
13	SP-15-014	Royal Mail	Postal Services Lot 1 - Physical and hybrid Mail Lot 2 – Scheduled / Regular Bulk Mail (Print and Post)	£25,000	01/10/16	30/08/19	SG Framework Single Supplier - Direct call-off.
14	SP-16-016	Global Connections (Scotland) Limited (1 st) Global Language Services (2 nd)	Interpreting, Translation and Transcription Services.	£19,000	12/11/17	11/11/21	SG Framework Multi-supplier: Ranked Award.
				£12,000			
15	SP-16-001	XMA Limited	National Framework for Tablet Client Devices.	£3,000	20/06/16	19/06/19	SG Framework Single Supplier: Direct call-off.
16	SP-14-005	Redfern (known as Corporate Travel Management (North))	Travel Services.	£127,000	01/08/15	31/08/19	SG Framework Multi-supplier: Direct call-off.
17	SP-15-016	Banner Group Ltd	IT Consumables.	£25,000	01/11/16	01/11/19	SG Framework Single Supplier: Direct call-off
18	SP-14-010	Enterprise Rent-A-Car UK Limited	Vehicle Hire.	£186,000	01/04/16	31/03/20	SG Framework Single Supplier: Direct call-off

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	Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Call-off	Start Date	End Date	Notes
19	SP-16-012	Arteus Limited Freakworks Limited MCL Create Limited Metro Broadcast Ltd Speakeasy Productions Limited	Events Management and Video Production.	Speakeasy £2,000 Others not used.	01/07/017	30/06/21	SG Framework Multi-supplier: Direct call-off
20	SP-15-012	Central Radio Taxis (Tollcross) Limited	Edinburgh Taxi Services.	£2,000	30/06/16	29/06/19	SG Framework Single Supplier: Direct call-off.
21	SP-15-011	HP Inc. UK Limited	Desktop Client Devices.	£38,000	01/01/16	31/12/18	SG Framework Single Supplier: Direct call-off
22	SP-13-015	Lot 1 – 10 supplier Framework Lot 2 and 3: Not used	Print and Associated Services	Langstane Press £104,000 21 Colour £12,000 Allander Print £1,000 Pandaprint £500	01/04/15	31/03/19	SG Framework Multi-supplier: Direct call-off
23	PRM1001 PA	Northern Services	National Franking Machines, Associated Services and Consumables	£4,000	01/07/17	01/04/19	Call-off from APUC framework
24	SP-14-008	Anglian Water Business Ltd trading as WAVE	Supply of Water, Waste Water and Effluent services.	£1,512,000	01/03/16	29/02/20	SG Framework Single Supplier: Direct call-off
25	SP-12-005	Total Gas & Power Ltd	Supply of Natural Gas	£2,748,000	01/03/18	31/03/22	SG Framework Single Supplier: Direct call-off
26	SP-17-004	EDF Energy Ltd	Supply of Electricity	£4,218,000	01/04/18	31/03/21	SG Framework Single Supplier: Direct call-off
27	01391	Telefonica O2 UK Ltd Vodafone	Mobile Telephony	O2, £33,000 Vodafone, £12,000	30/07/15	30/07/20	Call-off from a CCS Framework
28	01481	Arco Ltd	PPE and Workwear	Estimate £40,000	14/10/16	13/10/19	Call-off from a CCS Framework

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	Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Value of the Call-off	Start Date	End Date	Notes
29	SP-15-005	Scottish Fuels - Lots: Scotland North, West, Central & South regions.	Supply of Liquid Fuels – Heating Oil	£58,000	14/10/15	13/10/19	SG Framework Multi-supplier: Direct call-off
30	01043	Leasedrive t/a Zenith	Fleet Vehicles – Cars and LCVs	£258,000	11/04/14	30/03/20	CCS Framework RM858. Multi-supplier: Mini-Competition.
31	01414	Currie and Brown	Principal Designer Services and CDM Advice	£40,000	07/12/17	06/12/19	Framework Agreement: Single Service Provider
32	01417	Maindec Computer Solutions Ltd	Server Maintenance Framework	£143,000	24/06/15	23/07/19	SG Framework
33	01482	Ailsa Care Services Ltd Mears Care	Social Care Services (to persons in custody)	Ailsa £303,000 Mears £122,000	01/11/16	31/10/19	Call-off from a Scotland Excel Framework
34	01538	Allander Security Ltd	Inverclyde Site Security	£12,000 pa	10/07/17	09/07/19	Call-off from a Scotland Excel Framework
35	01466 01467	Wm Tracey Group (now ENVA)	Waste Services – Recyclable and Residual Waste Food and Organic Waste	£450,000 pa	01/04/17	31/03/20	Call-off from a Scotland Excel Framework
36	01016	CGI IT UK Ltd	Payroll Services	£160,000 pa	01/12/12	30/11/19	Call-off from a CCS Framework
37	RM3704	Edenred (UK) Ltd	Employee Services	£120,000	01/03/16	11/11/18	Call-off from a CCS Framework
38	-	Computacenter	IT Peripherals	£14,000	01/03/16	11/11/18	SG Framework
39	SP-13-014	APS Group (Scotland) Ltd	Publishing, print, design and associated services (PPDAS)	£121,000	01/10/14	30/09/18	SG Framework
<p>Notes: Framework set up and awarded by the: SG = Scottish Government. CCS = the Crown Commercial Service. The £ Values in Tables 3 to 5 have been rounded to the nearest £000.</p>							

Table 6: Non-Competitive Action (NCAs)

The SPS undertook (3) Non Competitive Actions (NCAs) during the year covered by this report (April 18 to March 19) whose value exceed the Regulated threshold. The NCAs reflected an overall estimated contract value of £230K. Any non-competitive action must be approved by PPSD before proceeding.

SPS Ref.	Supplier	Subject Matter	Estimated Value of NCA	Start Date	End Date
01201	Mitie Technical Facilities Management Ltd	Maintenance of Boilers and Burners	£60,000	30/03/19	30/09/19
Reason for NCA: Extension of the existing maintenance contract with Mitie for 6 months. SPS required this time to adjust the existing specification to reflect the SFG20 planned preventative maintenance standards into a revised specification ahead of retendering this service.					
01730	Chubb Locks Custodial Services trading as ASSA Abloy	Atlas Security Locking Systems - site support	£106,000	31/03/19	30/03/24
Reason for NCA: Atlas locking is a proprietary security locking system installed in 3 prisons. Software and IPR is owned by Chubb / Assa Abloy. These systems are not likely to be replaced in the short-term and there is an ongoing support requirement. This NCA provides a five-year support agreement (£21,228 per annum) for all three prisons on suitable commercial terms.					
-	Cardwell Nurseries	Winter Grounds Maintenance	£64,000	23/07/18	30/07/20
Reason for NCA: The NCA allowed HMP Edinburgh to join the existing local area 'East' contract for winter grounds maintenance in prisons. NCA value depends on the number of visits completed in the period – figure is an estimated maximum over two years.					

Twenty-six (26) Non-Regulated NCAs were also undertaken. In each instance, approval was sought from the Head of Procurement and reasons for approval were documented for reference. These Non-Regulated NCAs were generally lower value in nature, with 21 out of the 26 being below the £20k threshold at which SPS seeks to advertise contract opportunities. Of the remaining (5):

1. Provided a 3-year copyright licence renewal with the Copyright Licencing Agency (CLA).
2. Provided washroom and clinical waste removal service from prisons. This ensured (interim) service continuity arrangements with the incumbent contractor for 9 months (£40k). This followed the appointment of administrators to another supplier. SPS has subsequently retendered the service, received bids and expects to award a new contract in Summer 2019.
3. Providing an on-line, externally hosted recruitment system used by the SPS was extended for 3 years (Jan 2018 to Jan 2021). The cost is £11.6k per annum. The agreement to extend followed due consideration of other available options. SPS will consider future requirements in this period.
4. Replacement / upgrade of the toilets & associated plumbing in 'B Hall' HMP Barlinnie (£42k). Urgent requirement to ensure continued operational availability of the Hall at a time of a sustained increase in prison numbers.
5. Housing Advice. Direct award by HMP Cornton Vale in 2018-19 to a third sector organisation to provide housing advice and support to those in custody. The service was established without reference to local procurement via a Service Level Agreement at a value of £18k per annum. An NCA was retrospectively approved in June 2019 as an interim measure to continue the service for at least the remainder of the 2019-20 financial year. This reflects that there is ongoing work nationally between COSLA, ALACHO, and the SPS to configure and resource a model for prison based housing options service delivered by local authorities. The prison was advised to revisit the internal business controls to minimise the potential for a similar event reoccurring in the future.

SECTION 2: REVIEW OF REGULATED PROCUREMENT COMPLIANCE

The SPS [Procurement Strategy](#) 2016-18 set out the main objectives and priorities for the APR during the 12-month reporting period to March 2019.

The prior sections of this APR set out how SPS has ensured that relevant factors are variously reflected into Regulated procurement activity and, in turn, that contracts meet SPS organisational needs whilst providing a number of value added outcomes. Points 1 to 1.4 below set-out a range of activities which support SPS to assure compliant procurement activity.

1 How does SPS ensure Compliance?

Procurement processes within SPS are structured in such a manner that projects whose value is Regulated or above are managed and overseen by a professional procurement function in conjunction with stakeholders. Each procurement process is subject to a number of 'gateway' approval stages with the internal client as projects progress e.g.

- Commodity / Service Strategy
- Invitation to Tender
- Contract Award Recommendation report
- Contract preparation.

The procurement arrangements, policy and processes in SPS are designed to enable SPS to meet the provisions set out in its Procurement Strategy for conducting Regulated and OJEU procurement.

1.1 Devolved Procurement.

Where there are no national or other centrally awarded contracts in place, prisons undertake devolved procurement activity up to £20k in accordance with the provisions set-out in the SPS Procurement Manual and policy. The responsibility for procedural and process compliance rests with the Governor / Finance Manager of the respective prison.

PPSD will advise and support this devolved procurement activity as required. This may include reviewing aspects of the procurement process - the procurement route or bid evaluation method for example.

1.2 Non-Competitive Action (NCA)

SPS actively seeks to minimise the number and scope of Non-Competitive Actions (NCA) in any year through a combination of pre-planning known renewals, requiring that the business area concerned provide rationale and obtain the prior approval from the Head of Procurement for an NCA.

Where required for business continuity or other operational reasons, delegated procurement officers may seek to request a non-competitive action. NCA requests will be approved or rejected by the Head of Procurement based on the rationale and justification provided.

Any decisions taken to approve an NCA need to balance not disadvantaging a supplier that may have acted in good faith to supply with the commercial & legal risks of SPS actually purchasing or continuing to do so.

It should be noted that the SPS Procurement policy does permit exceptional purchases at the devolved local level to meet emergency or operational needs however it is expected that the situation would be regularised as soon as practicable through a procurement or use of an existing SPS contract. The prison concerned would highlight any exceptional instances and these are recorded by PPSD along with the rationale. Table 6 in Section 1 reflects where NCAs have been undertaken in 2018-19 along with the reasons for these.

1.3 Contract Management.

The SPS's proactive, planned approach to Contract & Supplier Management provides assurance that contracts are delivering the intended outcomes. Where this is not the case, relevant actions are initiated and taken.

1.4 Audit

The SPS Internal Audit function undertakes a range of activity to monitor SPS processes (*both PPSD and devolved procurement*) including those leading to awards of contracts and the management of contracts. An external auditor and Audit Scotland also undertake a range of audit activity annually which includes procurement activity. Observations and recommendations from audit activity are taken forward as management actions and reflected into SPS procurement policy and practices as appropriate.

2 Key contracts indicated in the SPS Procurement Strategy 2016-18.

The Strategy had indicated several key contracting areas would be undertaken in the period. The remainder of this Section 2 summarises these and illustrates how SPS has ensured that the processes were compliant and relevant outcomes achieved.

2.1 Scottish Court Custody and Prison Escort Service (SCCPES)

During the period SPS led the procurement of this 3rd generation contract on behalf of a range of Criminal Justice Partners.

SPS used the Competitive Procedure with Negotiation to enable bid development in successive stages and to facilitate detailed dialogue with bidders during the procurement procedure itself. Following evaluation, a contract was awarded to GEO Amey PECS Ltd in April 2018. A detailed and methodical mobilisation plan was then followed and the services commenced as planned in January 2019 for an expected 8-year term.

A Scottish Government Gateway Review process was undertaken on the wider SCCPES project, which received a 'Green' status and described the approach to procurement as "exemplary".

The selected bid included a range of socio-economic-environmental and Community Benefit outcomes - these are detailed in Section 3 of this report.

2.2 Women's Estate (National Facility and two Community Custodial Units) and ancillary service contracts

The Women's estate is being procured under 3 separate procurement exercises:

- National Facility at Cornton Vale, and for each of the
- Two Community Custodial Units (CCU)s at Maryhill in Glasgow and Hill Town in Dundee.

In the reporting year all three projects progressed to a stage whereby tenders were issued. SPS had allowed a five-month tender period to allow bidders to fully develop their bid proposals. Tenders were received in May 19 (National Facility and for the Glasgow CCU) and in June 19 (Dundee CCU) respectively. In all cases, contract awards are planned for the summer of 2019. Following award, the construction phase of the new facilities is due to complete by late 2020 / early 2021.

The projects all reflect a 'develop and construct' approach to reduce potential risk to bidders (both design and construction cost). This approach required significant client-side design development and this was concluded in 2018 prior to the Invitation to Tenders. There was also significant market engagement including bidder forum meetings prior to, and during the tender period.

The procurement includes appropriate consideration of the requirements of the Sustainable Procurement Duty. Target measures include for contractors to adopt the 'Real Living Wage', and other requirements in line with Construction Procurement Policy (e.g. introduction of BIM Level 2) and the Construction Industry Training Board (CITB) framework guidance for construction. SPS engaged with the relevant local authorities as part of the project to establish their priorities for community benefit outcomes from these projects.

A number of separate procurement exercises were completed to provide advanced enabling / preparatory works for the Women's Estate. These led to six contracts being awarded to SMEs from Hamilton, Glasgow, Falkirk and Bathgate amounting to approximately £800k.

SPS is also now starting to develop its planning for the procurement of the furniture, fixings and equipment (FF&E) which will be required to outfit the Women's Estate ready for operation. Some of these requirements will be drawn from existing SPS or collaborative contracts or be subject to separate procurement activity advertised via Public Contracts Scotland.

The [Scottish Government's Infrastructure Investment Plan](#) outlines the intended prison projects. Some preliminary work has already commenced in relation to HMP Highland. This includes the procurement of a client-side Developed Design and the production of a procurement strategy for the design and build contract itself. Meetings have also been undertaken with Highland Council and Highland Third Sector Interface in terms of developing thinking around the potential socio-economic / community benefit requirements for the HMP Highland project. Planning and commencement of procurement activity will be identified as required to support this programme as it evolves.

2.3 Learning & Skills (Education Service).

The procurement process employed (using the then new Competitive Process with Negotiation – CPN) was described in the last APR. A contract was awarded to Fife College in May 2017 with services commencing from 1 August 2017 for 5 years.

Fife College continues to provide the services and to report community benefit outcomes to the SPS – see Section 3. Staff operating under the contract receive the Living Wage (or more).

SECTION 3: COMMUNITY BENEFIT SUMMARY

The legislative environment reflected in the Public Contract (Scotland) Regulations along with the Community Benefit provisions of the [Procurement Reform \(Scotland\) Act 2014](#) encourages public bodies to consider how their procurement activities can be used to underpin social, economic or environmental considerations within the performance of public contracts.

In the period covered by this APR, the SPS reflected Community Benefits into all Regulated procurements where the estimated value of the contract was equal to or greater than £4m. In the case of the SPS, the specific focus of the social element of community benefits, is persons in, or leaving, custody. Many such individuals come from backgrounds and situations which cause them to meet the criteria of being “disadvantaged persons” relative to others.

This section outlines the SPS approach to Community Benefits during the period as well as highlighting the continuing challenges associated with this particular area. It also provides a summary of community benefit requirements included as part of any Regulated procurement during the period.

1. SPS Approach to Community Benefits

SPS continues to routinely consider the inclusion of community benefits for its tendered contracts. This is not limited to Regulated procurement but applies to any contract for which this is both appropriate and practicable. This consideration has formed part of the individual commodity / service strategy, tender, contract and contract monitoring.

It is generally accepted that including community benefits on construction contracts can be more readily achievable. This is partly due to the construction sector being more familiar with the concept and perhaps being better positioned (on large scale, higher value, longer term contracts) to deliver with existing support organisations such as the Construction Industry Training Board (CITB).

- For construction tenders, SPS uses the benchmark provided by the CITB and the National Skills Academy Group.
- For supply and services contracts there is no benchmark and these are looked at individually by the procurement lead.

SPS have used this CITB approach in the ongoing procurement of the new National Women’s Facility and two community custody units. SPS has also reflected community benefits into the next generation prison retail goods / canteen tender. These tenders remain in progress and, once awarded, any Community Benefit outcomes will be reflected into subsequent APRs.

2. Difficulties in obtaining Community Benefit commitments



The approach taken by SPS considers a range of possible outcomes and focusses on what is delivered as a result of that contract. This is challenging and SPS has found that often bidder responses contain future aspirations rather than clear deliverables. Equally, some bids contain ambiguous commitments which may only be loosely attributable to the proposed contract e.g. general training or community engagement activities which the supplier may already have been undertaking and pre-committed already in other tenders.

Collecting, recording and validating data in relation to Community Benefits remains an area for development. This includes the facility to report on what Community Benefits pledges were made and the resulting outturn; specifically linked to that contract.

3. Community Benefits Included

The following tables outline the Community Benefit outcome achieved in the reporting year. There were two new contracts awarded and three legacy contracts with ongoing Community Benefits.

Regulated / OJEU Procurement

1) Scottish Court Custody & Prison Escort Services (referred to as "SCCPES")		Supplier: GEO Amey PECS Ltd
Service Start Date: Jan 2019		End Date: Jan 2027
Contract Value: £28M pa		Contract reference 01500
<p>GEO Amey committed to achieving a range of Community Benefit outcomes as part of the obligations under this contract. These generally reflect use of Supported Business and Social Enterprise as part of the supply-chain plus employability facing outcomes for those in or leaving custody. There were also commitments around SME engagement and environmental outcomes (vehicle fleet).</p> <p>Services commenced under the contract in Jan 2019 however GEO Amey's engagement around Community Benefit outcomes predates this with some outcomes being achieved during the contract mobilisation period (April 18 to Jan 19).</p>		
<p>Supported Business: Haven PTS</p> <p>GEO Amey has enlisted Haven PTS as uniform provider for all employees working under the SCCPES contract. This was for in excess of 700 persons plus ongoing work to supply replacement garments and for new staff over the coming years. The initial supply involved staff roadshows and meeting a tight deadline to make uniform available to staff who transferred to Geo Amey under TUPE.</p> <p>GEO Amey is "thrilled to have Haven signed up as their uniform provider and are looking at how else they may be able to expand the relationship in the future".</p> <p>Geo Amey has also used Haven for printing and some signage.</p> <p style="text-align: center;">GEO Amey spend to date: £181,000</p>		 <p style="text-align: center;">Picture: Geo Amey Staff Uniform supplied by Haven PTS</p>
<p>Supported Business Royal Strathclyde Blindcraft Industries (RSBi)</p> <p>GEO Amey enlisted RSBi to provide office furniture for new vehicle bases at Bellshill and Grangemouth. Where the requirement arises Geo Amey intends to continue to engage with RSBi for tailor made office furniture and explore other services they provide.</p> <p style="text-align: center;">GEO Amey spend to date: circa £67,000</p>		
<p>Social Enterprise: All Cleaned Up GEO Amey spend to date: circa £26,000</p> <p>GEO Amey have enlisted All Cleaned Up as sole provider of cleaning services to all eight vehicle bases in Scotland.</p> <p>All Cleaned Up Scotland is a social enterprise industrial cleaning company servicing contracts throughout Scotland. They are committed to providing opportunities to individuals with barriers to employment to allow them to contribute positively to the communities they work in.</p>		

Social Enterprise: Wildhearts



GEO Amey spend to date (Scotland): circa £71,000

Head office based in Glasgow, WildHearts is the largest B2B social enterprise in the UK and all of the net profits fund the work of The WildHearts Foundation. By working in partnership with WildHearts, GEO Amey are converting essential office overheads into social investments; transforming lives locally and globally.

GEO Amey already had a relationship with WildHearts prior to the SCCPES contract by awarding them the contract to be its workplace supplies provider in 2018. The SCCPES contract has enabled GEO Amey to partner further with Wildhearts by appointing them as their main supplier for document management and storage.

This additional work from GEO Amey has enabled WildHearts to open a new warehouse in Livingston, currently in process, creating employment opportunities for the local community and further opportunity to build their business in this area. In addition to the SCCPES related documentation Geo Amey are also transferring c.12,000 boxes of documentation from the current warehouse in England from the English prison escort contracts up to this warehouse in Livingston.

SME Engagement and Scottish Pound

Part of GEO Amey's commitment was, to wherever possible, source additional local supply chain options through their existing Amey contacts with FSB Scotland or local Chambers of Commerce.

The vast majority of the SCCPES vehicle fleet bodywork and conversion for GEO Amey was built at Penman Engineering, a Scottish SME based in Dumfries.

Carbon Management

The vehicles used by GEO Amey all meet the latest Euro 6 standards. All (152) vehicles have passed the latest Worldwide Harmonized Light Vehicle Test Procedure, (WLTP), Real World Testing conditions, which prove that whilst travelling loaded the emissions are as clean as possible and when idling the emissions are minimal. The new GEO Amey fleet vehicles are now the most environmentally friendly vehicles in use (*having replaced a fleet used under the last contract which was generally Euro 4 or Euro 5 compliant*).

Geo Amey also uses routing / scheduling tools to optimise efficient journey planning for the range of daily movements on individuals across the Police Scotland, SPS and Scottish Court Service estate. In-cab fleet management tools provide the contractor with oversight of driver behaviour, performance and will allow re-routing based on live-information of the prevailing road conditions. The contract also reflects obligations upon the Geo Amey to monitor carbon management performance under the contract and to report this to the SPS. Separately, the SPS continues to make use of video conference links between some prisons and courts to minimise the requirement for some individuals to travel at all.

Employment and Associated Opportunities

- In addition to the staff group that TUPE transferred to Geo Amey from the outgoing contractor, Geo have recruited 94 new starters in Scotland trained across four Initial Training Courses (ITCs). A level of recruitment is anticipated year on year within the contract and there will be an ongoing need for new or replacement staff uniform.
- Amey's construction divisions in Scotland have welcomed the opportunity to explore recruitment opportunities for ex-offenders with the right skills and qualifications. Work has commenced in this area and they are hopeful to soon have confirmation that two individuals who had been in prison will be successful in securing a position.

2) Demolition of HMP Cornton Vale	Supplier: Dem-Master Demolition Ltd
Start Date: Dec 2018	End Date: June 2019
Contract Value: £254,000	Contract reference 10623
<p>As part of the phased close-down of the prison the SPS rehomed and reused a range of equipment and materials from HMP Cornton Vale to other Scottish prisons e.g. prison bed-frames were refurbished and reused.</p> <p>The demolition of the old facility, whilst a small project in construction terms, reflected a number of sustainability / environmental provisions including that:</p> <ul style="list-style-type: none"> • Approx. 8,000 tonnes of masonry and concrete materials were crushed and reused on the site as granular filling and sub-base. This reflects the use of recycled and secondary aggregates, thereby reducing the demand for virgin material in the construction of the new prison. • 337 tonnes of mixed materials were also removed from site for recycling (approx. 95% recycled). • 136 tonnes of timber and 261 tonnes of metal were diverted from landfill and recycled. A 100% recycle rate for each. 	

Contracts awarded in prior years with ongoing Community Benefits:

3) Learning and Skills (Education Services)	Supplier: Fife College
Start Date: Aug 2017	End Date: July 2022
Contract Value: £32,400,000 (whole life)	Contract reference 01313
<p>The prison population consists of many individuals from disadvantaged groups of the general population and some from areas of multiple deprivation. The focus of the contract is to provide a varied learning environment which supports an increase in levels of attainment, engagement and essential skills.</p> <p>In the Year 2 of the contract to Mar 2019, Fife College continued to provide and report against the seven areas of Community Benefits reflected in the contract for the benefit of those in, or leaving custody. Whilst aligned to service delivery the Community Benefits are over and above the core service itself:</p> <ol style="list-style-type: none"> 1. Adam Smith Foundation Scholarships – a further scholarship was awarded; a total of 3 have now been awarded to young persons who are in, or have been in, custody. 2. Training & Development: <ul style="list-style-type: none"> • Credit Bearing Awards and Individual Units – 3,200 were achieved against a CB commitment of 2,000 training credits per annum. • E-learning. Health & Safety. H&S SQA level e-learning has been introduced. The e-learning is ROSPA accredited and provides an industry recognised qualification. • A Construction Academy programme has been piloted with a number of prisons and has resulted in some prison learning centres now being able to deliver the theory and practice assessment on the CSCS Card. A CSCS card allows access to the construction industry and assists employability in that sector. 22 learners have gained this accreditation following successful completion on a Health & Safety SQA unit. 3. Employer engagement (which supports a person in, or leaving custody, to secure an interview or make a link to potential employers). In HMP Castle Huntly one of the learners completed a distance learning book-keeping course and then secured a placement with a car body repair company before successfully starting up his own business upon release in Feb 2019. 4. Learning Nexus – A 2-day training session was arranged for June 2019. A NIMBUS authoring tool will be rolled out to two pilot sites to train learners to develop e-courses. 	

5. Modern Apprenticeships.

The IWPS Joiners Group Award at HMP & YOI Polmont has been developed to provide practical skills alongside 9 x SQA qualifications which jointly make up the Award. This is for learners who will be prepared to take on a modern apprenticeship upon release. There were 9 students who achieved the full award.

6. Community Initiatives

Most prison Learning Centres engage with their local councils to support & develop joint learning, competitions, activities and local events. Particular emphasis is on family learning and engagement with communities. Key outcomes for learners are the achievement of meaningful and relevant qualifications which can be used towards seeking employment along with building positive relationships with families. Examples of collaboration in the reporting year are:

- **Annual Koestler Competition.** All prisons take part in this national art competition with a total of 818 entries during this period. 196 entries were successful.
 - **St Andrews First Aid.** From May 2018, Fife College have been working with St Andrews First Aid at HMP Barlinnie and HMP Low Moss to support the delivery of 7 emergency first-aid courses to 45 learners and 3 staff.
 - **Collaboration with Perth College** allowed music theory and practical tuition through a 10-week placement for 6 degree students currently in their final year of study. The 24 learners attending the project were able to access specialist music tuition on a variety of instruments.
 - **Holocaust Memorial Trust.** Fife College worked in partnership with the Trust & local communities to deliver a series of workshops culminating in final events at 4 prisons to commemorate the national holocaust memorial day in January 2019.
 - **WW1 Projects.** Learning centres ran a series of projects to commemorate 100 years since WW1 and as part of this they engaged with their local communities. Polmont and Edinburgh received talks from Scotland's War, Castle Huntly worked with the Royal British Legion, and learners from HMP & YOI Grampian and Cornton Vale worked with the local centenary poppy project to knit poppies for display in the community.
 - **Collaboration with Councils - Family Learning sessions**
 - Fife Council staff co-deliver the 7 Habits of Successful Families project with Fife College tutors at HMP Glenochil and HMP Perth.
 - Perth and Kinross Council Family Learning, in partnership with the SPS and Fife College co-ordinate & co-deliver family learning in conjunction with Dundee City Council, Angus Council and Fife Council; a 6 week course at HMP Perth.
 - Work was also undertaken to engage with the Glasgow Women's Library (GWL); Glasgow Museums / Glasgow Life; Perth Museum and Art Gallery; Longforgan Village Community Group; engagement with the Learning Festival in Dumfries; and the Parkinson's Charity Group.
7. Fife College has pursued and been successful in securing a number of external funding sources to undertake additional project work which complements the learning services e.g.
- National Lottery – Mental Health Week in four prisons in west Scotland.
 - Jean Armour Trust – Robert Burns projects in four prisons in west Scotland.
 - Scottish Book Trust – secured materials and books for learners in HMP Perth; and also to support 18 author visits to prisons. The Learning Centre worked in partnership with the local community and Perth and Kinross Council Culture to deliver a 12-week a lyric, song writing and musicianship course (Nov 18 to Mar 19) to 24 learners.

4) Fresh & Frozen Meat & Poultry	Supplier: McLays Foods
Service Start Date: May 2015	End Date: May 2021
Contract Value: Approx. £1M pa	Contract reference 01325D
<p>McLays continue to work with the SPS in terms of providing a number of community work experience placements for persons in custody. Individuals gain basic catering skills and qualifications in the prison via SPS. Some of those who are identified as suitable can then progress to a community work placement where they gain skills and practical experience in the butchery and meat processing sector. HMP Barlinnie are currently progressing an individual to be the next work-placement.</p>	

5) Retail Goods (Canteen)	Supplier: JW Filshill Ltd
Service Start Date: Aug 2015	End Date: Aug 2019
Contract Value: £4.1M pa	Contract reference 01328
<p>The contract between SPS and JW Filshill Ltd has enabled the supplier to progress and sustain a range of community benefit activities including:</p> <ul style="list-style-type: none"> • Work Placements for Young People. In 2017, Filshill took placements via Renfrewshire Council. The work in this area was subsequently adjusted with Filshill engaging young people via Employability / back to work type schemes. • Food Bank Donations (Tradeshow) – min one per annum. Filshill held their annual Tradeshow on 24th April, and thereafter donated samples/left-over stock to Foodbank, via Clydebank Co-op (for distribution of the stock) • Apprenticeships / Training Opportunities for young people and new graduates. Filshill currently have 4 employees completing Modern Apprenticeships. • Filshill has worked with the 'Healthy Living Scotland' with an 'Eat Better Feel Better' scheme and support 'Big Breakfast' events in primary schools around Scotland. This is funded by Filshill and supported via the local Keystore. 	

SECTION 4: SUPPORTED BUSINESSES SUMMARY

The SPS has continued to work in collaboration with the [British Association for Supported Employment \(BASE\)](#) to build on what is now a well-established relationship. BASE and its members continue to be supportive of working with SPS to provide work placements or employment opportunities for persons in or leaving custody including where individuals happen to be disabled or disadvantaged persons.

SPS procurement activities continue to promote and explore opportunities to engage with the Supported Business sector for Reserved Contracts wherever there is a fit between SPS requirements and the goods or services offered by this sector. There are three main ways in which SPS explores supported business opportunities:

- Reserved Contracts
- Local or national procurement
- Supply chain opportunities (reference the previous Geo Amey example under Section 3, Community Benefits).

For potential Regulated or Non-Regulated procurement, PPSD refers to the [BASE Supported Business Directory, Supported Business Register \(Feb 2017\)](#) and Scottish Government Supported Business Framework. SPS adjusted its Procurement Policy several years ago to increase the value which prisons can 'direct award' to Supported Business through the Scottish Government Framework without seeking competitive quotations. These thresholds remain and provide a basis for SPS to engage with Supported Business at a local level:

Furniture and Associated Products	<£5,000
Textiles/Personal Protective Equipment	<£5,000
Signage	<£10,000

1. Regulated procurements placed with Supported Businesses

No (0) new regulated procurements were placed with Supported Businesses during the period covered by the report. A Non-Regulated contract was awarded to CCL (North) Ltd for the uplift and recycling of e-cigarettes as WEEE waste. SPS activity reflects a series of direct awards typically for work / products whose value was < £5,000 (as per our policy above), or continued use of contracts awarded in prior years.

2. Spend with Supported Businesses

The following table summarises the total £ spend by SPS with Supported Business during the period of this report. The table also reflects main contractors (appointed by the SPS) which have undertaken identifiable expenditure with Supported Business as part of an agreed Community Benefit outcome following award of a contract by the SPS.

Supported Business	Total Annual £ Spend	Mechanism
Forth Sector (St Jude's Laundry)	£8,000	A three year SPS contract (01574) from Feb 2018 to Feb 2021 for laundry services for the SPS College.
Apex Scotland	£62,000	Provision of a virtual visits service in Aberdeen for families of those in custody. The service has been operating since Nov 2013. Also operation of assisted visits scheme in Aberdeen for HMP Grampian.
Haven Products Limited	£40,000	Utilising Scottish Government Framework. Local call-off / direct awards.
Delivered Next Day Personally C.I.C	£8,000	SPS Reserved contract. <i>(The contract ended in the reporting year).</i>
Others: <ul style="list-style-type: none"> Lady Haigs Poppy Factory RSBI /City Building (Contracts) LLP CCL (North) Ltd. 	£3,000	Local direct call-off (suppliers on the SB Register) or utilising the Scottish Government Framework.
SPS Total	£121,000	
Main contractor spend to Supported Business as part of its supply chain. Further details are provided in Section 3.		
GEO Amey to Haven PTS ¹	£181,000	Manufacture of GEO Amey staff uniform.
Geo Amey to Royal Strathclyde Blindcraft Industries (RSBi).	£67,000	Supply of office furniture.
Supply-chain Total	£248,000	
In FY 2018-19, overall total expenditure with Supported Business was £369,000.		
¹ Note: Haven PTS indicate that they engaged a new worker to support the uniform supply work from Geo Amey PECS Ltd. This work will also safeguard other jobs. In addition, Haven hope to secure further uniform work based on Geo Amey's wider prison escort business in England & Wales.		

SECTION 5: FUTURE SPS ‘REGULATED’ PROCUREMENT

Regulated procurement reflects contracts over £50k in value for goods and services or over £2m in value for public Works (excluding VAT). Contracts which are worth less than the £50k or £2m thresholds are known as “Non-Regulated” procurement. We have included the latter for information to provide transparency of this area of expenditure.

This Section reflects the range of Goods, Service or Works contracts which, as at July 2019, the SPS reasonably expects to tender either in 2019-20 or 2020-21.

- Whilst SPS can forward forecast and anticipate a number of contract renewals, the SPS forward work programme in this Section 5 (both the number of regulated procurement projects and the estimated £ value) is dynamic and subject to variation annually. Emerging or changing business needs and availability of funding or capital to support investment activity also influence when projects may be progressed.
- In some cases, SPS has yet to take a decision whether to exercise an available option to extend an existing contract or to retender. The decision making process will include due consideration of the available procurement route options including collaborative government contracts which SPS could utilise.

The following table lists potential future Goods or Service contracts on the basis of the estimated annual value – this is on the basis that decisions about the duration of the forward contracts are generally confirmed closer to the date of a Contract Notice advertisement. SPS’s general practice is to tender general term contracts with a duration of between 2 and 6 years.

1. Goods - Planned Contracts including Renewals (Indicative)

Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Prison Canteen	Supply of prison canteen goods (pre-packed food, toiletries, vaping devices, etc) to all SPS prisons.	Contract awarded in 2019-20	A Contract Notice was issued in April 19. A contract award was concluded in July 19 and the new four-year contract commences in Aug 19.			£4M pa
Bread & Rolls	Supply of bread & rolls to SPS sites. <i>(Contract provides the option to extend to 2022 – decision to extend or retender TBC).</i>	TBC – extend or Re-let	Sept 19	Jan 20	Feb 20	£600K pa
Fresh Fruit & Vegetables	Supply of fresh fruit & vegetable to SPS sites <i>(Contract provides the option to extend to 2022 – decision to extend or retender TBC).</i>	TBC – extend or Re-let	Nov 19	Mar 20	May 20	£500k pa
Milk & Dairy	Supply of milk and dairy to SPS sites.	Re-let	May 20	Mar 21	May 21	£1.1m pa
Frozen Food	Supply of frozen food to SPS sites.	Re-let	May 20	Mar 21	May 21	£1.6m pa

Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Fresh Meat & Poultry	Supply of fresh meat & poultry to SPS sites.	Re-let	May 20	Mar 21	May 21	£1m pa
Pre-packaged Grocery	Supply of pre-packaged grocery goods to SPS sites.	Re-let	May 20	Mar 21	May 21	£1.8m pa
Contingency Food Packs	Supply of 'meals ready to eat' food packs as operational contingency in SPS prisons.	Re-let	Dec19	Jan 20	Feb 20	£30K pa
White & Brown Electrical Goods	Provision of White & Brown Electrical Goods, Appliances and Accessories for all SPS prisons	Re-let	Aug 20	Dec 20	Jan 21	£100k pa
In-Cell Kettles	Supply of in-cell kettles for all SPS prisons.	Re-let	TBA	TBA	Aug 20	£100K pa
Janitorial Supplies	Provision of Janitorial Cleaning Supplies (Chemicals, paper based products, and hardware) for all SPS sites.	Being extended till June 2023	A Contract Notice will likely be published in mid-2022 to start the procurement of the next generation contract from June 2023.			£1.7M pa
Heated Food Trolleys	Supply of heated food trolleys.	New	Dec 19	Jan 20	Feb 20	£30K
Protective Clothing	Supply of PPE, workwear and protective clothing for SPS staff and individuals in custody (Typically individuals working in Estates, Prison Industries and prison work-parties).	Re-let	Aug 19	Oct 19	Nov 19	£15K pa
Officer Uniforms	Contract for the supply of SPS officers' uniforms. Currently a collaboration with the Ministry of Justice (MOJ)	Re-let (via MOJ)	Currently advertised by MOJ	N/A	N/A	£300K pa
PEI, S&G and C&R Clothing	Supply of clothing for SPS Physical Education Instructor (PEI), Sports & Games, and Control & Restraint activities.	Re-let	Prior Information Notice issued Mar 19 Contract Notice May 19	July 19	Aug 19	£20K pa
Clothing & Shoes for those in custody.	Supply of polo shirts, T-shirts, trousers, joggers, etc.	Re-let	A Contract Notice will likely be published in late 2020 to start the procurement of the next generation contract from April 2021.			£160k pa
Staff Uniforms for the Dog Unit	Staff uniforms & associated equipment for personnel in the SPS dog unit.	New	Oct 20	Dec 20	Jan 21	£8K pa
Uniform Belts and Key Lanyards	Supply of uniform belts and key lanyards for SPS staff.	Re-let	Jan 20	Mar 20	Apr 20	£10K pa
Software for Configuration Solution	Contract for the supply of software for a configuration solution.	Re-let	Oct 20	Jan 21	Feb 21	£60K

Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Softwood Timber	Supply of softwood timber to SPS prison industries.	Re-let	Prior Information Notice issued Feb 19. Contract Notice July 19	Sept 19	Oct 19	£450k pa
Steel for Prison Industries	Supply of steel for prison industries. (Contract provides the option to extend to 2021 – decision to extend or retender TBC).	TBC – extend or Re-let	TBC	Jan 20	Feb 20 (if available extension option is not enacted)	£50K pa
Ironmongery Products for Prison Industries	Supply of Ironmongery products (various) for prison industries (bolts, fixings, etc). (Scope of requirements is being determined)	New	TBC	TBC	TBC	£56K pa
Solid Surface Material	Provision of Solid Surface material for the manufacture of in-cell furniture by SPS.	New	Sept 19	Feb 20	Mar 20	£60K pa
Staff Alarms	Supply of staff personal alarms (staff operating outwith SPS sites).	Re-let	June 20	Sept 20	Oct 20	£6K pa
Facilities Management System	Provision/support of a Facilities Management System for recording and monitoring maintenance activity across the SPS estate.	Re-let	Jan 21	Apr 21	May021	£50K
General Stationery and Office Paper	Supply of general office stationery and office paper.	<i>This is a collaborative Framework set up by the Scottish Government (SG) – used by the SPS – renewal timings will be determined by SG</i>				SPS spend £260k pa
Office Equipment	Supply of a range of office equipment (copiers and printers).	<i>This is a collaborative Framework set up by the Scottish Government (SG) – used by the SPS – renewal timings will be determined by SG</i>				SPS spend £285k pa
Tablet Client Devices	Supply of tablet client devices.	<i>This is a collaborative Framework set up by the Scottish Government (SG) – used by the SPS – renewal timings will be determined by SG</i>				Estimated spend £3k pa
Postal Franking Machines	Supply of national franking machines, associated services and consumables.	<i>This is a collaborative APUC Framework – used by the SPS – renewal timings will be determined by APUC</i>				SPS Spend £10k pa
Liquid Fuels	Supply of liquid fuels (Heating Oil, etc).	<i>This is a collaborative Framework set up by the Scottish Government (SG) – used by the SPS –renewal timings will be determined by SG</i>				SPS Spend £60k pa
Agency Fuel Cards	Provision of Agency Fuel Cards for use in SPS fleet vehicles.	<i>This is a collaborative Framework set up by the Scottish Government (SG) – used by the SPS – renewal timings will be determined by SG</i>				SPS Spend £165k pa
IT Consumables Framework	Supply of IT Consumables Framework.	<i>This is a collaborative Framework set up by the Scottish Government (SG) – used by the SPS – timings will be determined by SG</i>				SPS Spend £25k pa

Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Video Conferencing Equipment	Supply and maintenance of Video Conferencing equipment.	New	Jan 20	Feb 20	Mar 20	£50K
Prison Records (PR) System (replacement)	Engage partner to develop plans and architecture for replacement of the Prison Records (PR) system.	New	Sept 19	Dec 19	Jan 19	£500k
Microsoft Licenses	Supply of Microsoft Software / licenses for the SPS (re-licence and annual true-up).	Re-Let	Nov 19	Mar 20	Apr 20	£750K pa
Prison Telephone System - Scoping	Engage partner to develop plans and architecture for replacement of the existing prison telephone system used by those in custody. Replacement will include ensuring integration between other core systems such as Prison Records, phones, finance and EPOS.	New	Sept 19	Dec 19	Jan 19	£200k
Prison Telephone System	Supply and maintenance of a replacement telephone system used by those in custody across all prisons. <i>(This project will follow completion of a scoping project. Dates for the system replacement remain fluid at this time).</i>	New	Oct 20	April 21	April 22	TBC
IT Hardware	Work Smart Project – approx. 160 laptops, docking stations and headsets. Video conference units (approx. 12)	New	Oct 19	Dec 19	Feb 20	£200k
Desktop hardware	Desktop hardware refresh (approx. 2,100 workstations). Rolling workstation replacement over two years.	New	Oct 19	Dec 19	Feb 20	£700k
Cyber Logging & Encryption Software	Encryption and logging to support GDPR related	New	Sept 19	Dec 19	Jan 20	£260k
Victim Notification Portal - software application	Software solution to support the SPS obligations under the victim notification scheme	New	Oct 19	Dec 19	Jan 20	£100k
In-Cell TVs	Supply & repair of small flat screen TVs.	Re-Let	May 19	July 19	Sept 19	£200K pa
Plasma Cutting System	Metal cutting equipment for prison industries	New	Sept 19	Nov 19	Dec 19	£28k
Combination Ovens	Supply of Catering Prime Cook Equipment	New	Sept 19	Nov 19	Dec 19	£50k
Boiling Pans	Supply of Catering Prime Cook Equipment	New	Sept 19	Nov 19	Dec 19	£87k

Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Forklift Truck	Supply of forklift truck	New	Sept 19	Nov 19	Dec 19	£26K
Waste Compactor	Supply of Mill Size Baler Waste Compactor	New	Sept 19	Nov 19	Dec 19	£20k
Hairdressing Products	Supply of hairdressing & barbershop products including for vocational training.	New	Jan 20	Feb 20	Feb 20	£40K pa
Provision of PE / Gym Equipment	Supply of a range of physical training gym equipment to various SPS sites.	New	Jan 20	Feb 20	Mar 20	£125K
Catering Consumables	Supply of various types of catering consumable to all prisons. <i>(Contract provides the option to extend from June 2020 - decision to extend or retender TBC).</i>	TBC – extend or Re-let	TBC	Apr 20	May 20 (if available extension option is not enacted)	£250K pa
Security Equipment Framework	Supply of a range of specialist security equipment. (Scope of requirements is being determined)	New	TBC	TBC	TBC	£100K
Mobile Telephony	Supply mobile phones (Call-off from an existing collaborative <i>Scottish Government</i> framework)	Re-Let	N/A	July 19	August 29	SPS Spend £33k pa
Replacement Floor Coverings	To supply and install relevant floor coverings at various SPS sites – sites TBA in the tender.	Re-Let	Oct 19	Dec 19	Dec 19	£60K pa
Provision of Dog Food	Supply of dog food for SPS working dogs.	Re-Let	Oct 19	Dec 19	Jan 20	£15K
Carbon Accounting Software	Provision of software to assist in carbon management reporting.	Re-Let	Aug 20	Oct 20	Nov 20	£15K
Furniture, Fittings and Equipment (FF&E) for the new Women's Estate (non-Works).	There will be a number of fit-out requirements for the new Women's facilities once these are built. Some of these requirements will be drawn from existing SPS or collaborative contracts, or will be subject to separate procurement activity. Relevant requirements will be advertised via Public Contracts Scotland (as appropriate).	New	Scope of requirements will be shaped as the project and year progresses. Contract Notices and tenders are expected in the next Financial Year from mid-2020 onwards.			Requirements TBA

2. Services - Planned Contracts including Renewals (Indicative)

Services: Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Recyclable and Residual Waste	Collection, handling and disposal of recyclable and residual waste from all SPS Establishments.	New	Dec 19	Feb 20	Apr 20	£300k pa
Organic (Food & Green) Waste, Fats and Oils	Collection of organic waste from all SPS Establishments.	Re-Let	July 19	Aug 19	Sept 19	£30K pa
Clinical & Washroom Waste Disposal Services	Clinical & Washroom Waste Disposal Services from all SPS sites.	New	May 19	July 19	Aug 19	£100k pa
Food and Drinks Vending	Contract for the provision of food and drinks vending at various SPS sites. (Scope of requirement and sites are involved are being determined).	New	TBC	TBC	TBC	£50K pa
Timber Treatment Service	Timber treatment for prison industries manufactured timber products	Re-Let	July 19	Oct 19	Oct 19	£52K pa
Addiction Testing Services	Supply of addiction testing products & the related testing services.	New	Nov 20	Jan 21	Mar 21	£550k
Research & evaluation	Research & evaluation services – establishing a Framework of suppliers with subsequent call-off for specific research activity projects	Re-Let	Prior Information Notice Nov 18 Contract Notice Feb 19	Apr 19	May 19	Estimated £60k pa
Secure On-site Shredding	Provision of secure on-site shredding- sites TBA in the tender.	Re-Let	Feb 19	Mar 20	Apr 20	£5k pa
Maintenance of Forklifts	Preventative and reactive maintenance of Forklifts and Lifting Equipment.	Re-Let	July 19	Aug 19	Aug 19	£3K pa
Maintenance of Boilers, Burners & Ancillary Equipment	Provision of maintenance of heating boilers, burners and ancillary equipment at various SPS sites.	Re-Let	July 19	Sept 19	Oct 19	£500K
Short-Term Vehicle Hire	Short-term vehicle hire – Cars, Minibus and LCVs. (Potential to utilise a <i>Scottish Government Framework</i>).	Re-Let	TBA	TBA	Apr 20	£168K pa
Asbestos Survey & related Services	Provision of Asbestos Survey & related Services.	Re-Let	Mar 19	June 19	July 19	£72k
Maintenance of Flues, Chimneys, Lightning Protection & High Level Equipment	Maintenance of flues, chimneys, lightning protection & high level equipment.	Re-Let	Apr 21	July 21	Aug 21	£24K pa

Services: Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Intelligent Key Management	Provision of maintenance of intelligent key management systems.	Re-Let	Nov 20	Mar 20	Apr 21	£92K
Quantity Surveying Services (QS)	Provision of a Quantity Surveying service for Estates. (Value is dependent upon the forward Works programme and requirement for QS).	Re-Let	Apr 19	July 19	Aug 19	£233K
Design and Technical Services	Design and Technical Services for Estates. (Value is dependent upon the forward Works programme and requirement for the services).	Re-Let	Sept 19	Feb 20	Mar 20	£200K
Maintenance of Radio-Based Officer Alarms	Staff alarm systems. (Contract runs to July 2020. Procurement route decisions TBC).	Re-Let	Jan 20	June 20	July 20	£200K
Maintenance of Fire Protection Equipment	Maintenance of Fire Detection / Alarm Systems.	Re-Let	June 20	Sept 20	Nov 20	£110K pa
Maintenance of X-Ray and Detection Equipment.	Maintenance of security X-Ray and Detection Equipment. (Contract provides the option to extend up to May 2024 – decision to extend or retender TBC in early 2021).	TBC – extend or Re-let	TBC	TBC	May 24	£80K pa
Supply of Electricity	Provision of supply of electricity to the SPS. (SPS requirement will be tendered by Scottish Government as part of the national electricity supply contract).	Re-Let via Scottish Government	<i>This is a collaborative Scottish Government (SG) Framework – used by the SPS – tender timings will be determined by the SG.</i>		Apr 21	£4M pa
Supply of Water, Waste Water and Effluent services.	Provision of Water, Waste Water and Effluent services to SPS sites. (SPS requirement will be tendered by Scottish Government as part of a national supply contract).	£1,512,293	<i>This is a collaborative Scottish Government (SG) Framework – used by the SPS – tender timings will be determined by the SG.</i>		Feb 20	£1.5m pa
Transport Distribution Services	Provision of (bulk) transport and distribution services for SPS Fauldhouse.	Re-Let	Dec 21	Mar 22	Apr 22	£145K pa
Temporary and Interim Staff	Provision of Temporary and Interim Staff (various roles / disciplines). SPS exercised the option to use a new Scottish Government collaborative contract.	Awarded	-	May 19	May 19	£800K pa
Temporary Maintenance Staff	Supply of temporary skilled staff to support the SPS Estates / facilities maintenance in-house teams.	Re-Let	Dec 19	Feb 20	May 20	£110K pa

Services: Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Telephone Translation Services	Telephone and Interpretation services. <i>(Call-off from collaborative Scottish Government Framework - decision on the procurement route for the next contract TBC).</i>	Re-Let	Aug 20	Nov 20	Dec 20	£30K pa
Pensions Administration Service	Provision of pension (Civil Service) administration services. <i>(Call-off from a Cabinet Office contract).</i>	Re-Let	Dec 19	Mar 20	Apr 20	£61K pa
Payroll Services	Provision of semi-managed payroll service. <i>(Intend to call-off from an existing Crown Commercial Services Framework).</i>	Re-let	N/A	Sept 19	Nov 19	£160k
Relocation Services	Provision of UK domestic relocation services for SPS staff. <i>(Call-off from Scottish Government Framework. Contract provides the option to extend to 2021 – decision to extend or retender TBC).</i>	TBC – extend or Re-let	N/A	Mar 20	Apr 20 (if available extension option is not enacted)	£140K pa
Supported Accommodation for Home Leave	Supported / supervised accommodation for prisoners on home leave (typically those with no fixed abode). <i>(Requirement is at an early scoping stage and SPS will engage with Local Authorities to seek potential solutions).</i>	New	TBC	TBC	April 20	£130k pa
Travel Services	Travel management service to support SPS business. <i>Option to use a new Scottish Government collaborative call-off is being considered.</i>	Re-Let	N/A	Aug 19	Sept 19	£120K pa
Psychometric Testing	Provision of psychometric testing tools (HR Recruitment activity).	New	TBC	TBC	TBC	£9K
Public Switched Telephone Network (PSTN) Voice Calls & Lines	Contract for the provision of PSTN voice calls and lines.	Re-Let	Nov 19		Feb 20	£169K pa
Taxi Services	Provision of Taxi Services - Edinburgh. <i>(Call-off from a collaborative Scottish Government Framework).</i>	Re-Let	<i>This is a collaborative Scottish Government (SG) Framework – used by the SPS – tender timings will be determined by the SG.</i>		Aug 19	£2k pa

Services: Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Scheme Medical Advisor	Principle Civil Service Pension Scheme – Scheme Medical Advisor.	Re-Let	<i>This is a collaborative Cabinet Office contract used by the SPS. Tender timings will be determined by the Cabinet Office.</i>		July 21	SPS spend £80k pa
Wide Area Network	Provision of a Wide Area Network to support the SPS IT infrastructure.	Re-Let	July 21	Oct 21	Nov 21	£295K
Desktop Hardware Services	Provision of desktop hardware maintenance services to the SPS. <i>(Contract provides the option to extend to 2023 – decision to extend or retender TBC).</i>	TBC – extend or Re-let	Jan 20	Apr 20	June 20	£40K pa
Local Area Network Hardware	Provision of Local Area Network hardware supply and support.	Re-Let	Aug 19	Nov 19	Dec 19	£32K pa
Server Maintenance	Provision of server maintenance. <i>(Call-off from Scottish Government Framework – option to extend to 2023)</i>	Re-Let	May 20	June 20	July 20	£70K pa
Cash In Transit	Provision of cash in transit service to the SPS. <i>(Currently a call-off from a Crown Commercial Services Framework – decision on the procurement route for the next contract TBC).</i>	Re-Let	Jan 20	Apr 20	May 20	£12K pa
Corporate Eye Care	Provision of corporate eye care service (Eye tests, DSE and safety glasses).	Re-Let	Oct 19	May 20	May 20	£20K pa
Financial Credit Reports	Company Credit Reference Financial Checks.	Re-Let	Sept 19	Dec 19	Dec 19	£5K pa
Trauma, Bereavement and Loss Support	Contract to provide specific services for young people in custody – primarily HMYOI Polmont.	Re-Let	TBC	TBC	TBC	£70K pa
Crisis Intervention Service	Contract to provide crisis intervention services at HMP Barlinnie.	Re-Let	TBC	TBC	TBC	£52K pa
Parenting Interventions	Contract to provide parenting interventions for young people in custody.	Re-Let	Jan 20	Feb 20	Mar 20	£50K pa
Video Conferencing Bridging Equipment	Provide support and maintenance.	Re-Let	July 19	Sept 19	Oct 19	£67K
Vehicle Fleet Services	Provide a range of fleet vehicles primarily cars, minibus and light vans (leased). Includes maintenance support.	Re-Let	Sept 19	Jan 20	Mar 20	£325K pa

Services: Contract & Subject Matter		New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
RIPS(A) / CHIS controller, Handling & Applicant Training Courses	Supply of training sessions as required.	TBC	Oct 19	Nov 19	Dec 19	£15Kpa
Courier Services - Next Day	The delivery of mail and/or packages (primarily next day to SPS and other locations).	Re-Let	Aug 19	Oct 19	Dec 19	£50k pa
Audio Visual (AV) – maintenance	Maintenance for audio visual (AV) equipment at the SPS College	Re-Let	Jan 20	Feb 20	Mar 20	£4K pa
Gas Safety Management	Safety Awareness Training & appraisals for staff accessing gas appliances.	Re-Let	July 20	Aug 20	Aug 20	£5K pa
High Needs Social Care	Provision of Social Care for people in SPS care that require interventions based on assessed social care needs – primarily HMP Glenochil, other prisons TBA in the tender.	Re-Let	July 20	Sept 20	Nov 20	£400K pa
Maintenance of Refrigeration & Air Conditioning Equipment	Maintenance only requirement (Contract provides the option to extend up to Jan 2026 – decision to extend or retender TBC).	TBC – extend or Re-Let	TBC	TBC	Sep 21 (if available extension option is not enacted)	£300k
Provision of Staff Telephony Voice calls and lines	Supply of lines and voices calls for SPS staff. (Contract provides the option to extend beyond Oct 2020 by up to 24 months).	TBC – extend or Re-Let	TBC	TBC	Oct 20 (if available extension option is not enacted)	£55K pa
Cleaning Services at SPS Headquarters.	Supply of cleaning services to SPS HQ.	Re-Let	Jul 20	Nov 20	Dec 20	£50K pa
Cleaning Services (various sites)	Cleaning services to a number of SPS sites. Prison cleaning is largely for the front of house and defined areas where prison work-parties are not permitted. Each site was treated as a Lot and the services are currently provided by several contractors.	Re-Let	Jan 21	June 21	Sept 21	Approx. £500k pa
Occupational Health Services	Collaborative contract for occupational health services across the Scottish Central Government Sector – approx. 40 organisation use the services.	Re-Let	July 20	Nov 20	Mar 21	SPS spend £400K pa

3. Works - Planned Contracts including Renewals (Indicative)

This list reflects the range of Works contracts which SPS reasonably expects to tender during 2019-20. A number of Facilities Maintenance and (non-works) estate related contracts appear in the Service contracts table above. None of the projects listed below meet the £2m Regulated threshold for public Works. We have included this detailed list to illustrate the range of Works activity that the SPS may advertise via Public Contracts Scotland in the year 2019-20.

Note: SPS is progressing the delivery of the major new prison projects included within the Scottish Government's Infrastructure Investment Plan comprising:

- Women's National Facility at Cornton Vale, Stirling
- Two Community Custody Units (CCUs) in Glasgow and Dundee

The above three projects were previously advertised and tenders have been received for these in May / June 2019 respectively. The SPS is currently evaluating the bids received. There a number of stages and issues to be addressed before contracts can be awarded. Subject to continued satisfactory progress, the SPS anticipates decisions about awards being finalised for these projects this financial year.

Works Contracts – approved and funded						
Contract and Subject Matter		New / Extended / Re-Let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Paintworks and Decoration (Multi-site)	Contract for paintworks and decoration at all SPS sites – rolling programme of work across the SPS estate. Programme is updated and generated annually. Contract may be for up to four years.	Re-let	Prior Information Notice Feb 19. Contract Notice Aug 19	Sept 19	Oct 19	Circa £300k pa
Perimeter Intrusion Detection System (PIDS) Replacement	To replace an aged perimeter intrusion detection (PID) system at HMP Barlinnie.	New	May 19	July 19	Sept 19	£250K
CCTV Camera Replacements	To replace some current CCTVs. Sites TBA within the tender.	New	TBC	TBC	TBC	£150K
Cell Call Replacement	To replace the current system. Site TBA within the tender.	New	May 19	July 19	Sept 19	£150K
Cold Water Booster Set Replacement	New cold water booster to be supplied and installed at HMP Barlinnie.	New	June 19	July 19	Sept 19	£30K
Cold Water Storage Tank	Replacement cold water storage tank at HMP Barlinnie	New	June 19	TBC	TBC	£40K
Replacement of Cell Doors	Replacement of existing Cell Doors in HMP Barlinnie – numbers of area TBC in the tender.	New	July 19	TBC	TBC	£50K

Works Contracts – planned but not yet approved / funded.

Where approved, the following Works would typically be advertised via Public Contracts Scotland, contracts awarded and the Works completed within the period to the end of March 2020.

Road and Footpath Tarmac Resurfacing	<ul style="list-style-type: none"> Provision of some tarmac resurfacing at HMP Perth. Also re-mark white lined car park bays and walkways. Provision of some tarmac resurfacing at HMP Dumfries. 	New	TBC – likely to be managed as separate projects	TBC	TBC	£115K
Car Park Planing and Re-Surfacing Works	Car Park Planing and Re-Surfacing Works at HMP Shotts – approx. 2,800m ² .	New		TBC	TBC	£70K
Resurfacing pedestrian walkway.	Link Corridor Resurfacing (300m length) pedestrian walkway at HMYOI Polmont. Replace concrete surface with a resin surface.	New	TBC	TBC	TBC	£40K
Perimeter Wall Structural Repairs	Continuation of rolling maintenance programme of perimeter wall repairs at HMP Perth.	New	TBC	TBC	TBC	£107K
Stone Wall Repairs	Repair and repoint main wall at HMP Inverness to maintain condition and appearance.	New	TBC	TBC	TBC	£30K
Replacement Lifts	<ul style="list-style-type: none"> Replace Goods Lift / Hoist with Passenger Lift at HMYOI Polmont. Replace Goods Lift B Hall, HMP Perth. Replace Goods and Passenger Lift at HMP Glenochil. 	New	TBC – likely to be managed as several projects	TBC	TBC	£280K
Chairlift Replacement	Replacement of chair lifts at HMP Barlinnie	New	TBC	TBC	TBC	£30K
Roofing Repairs	Continuation of multi-year programme of roofing repairs and maintenance across the SPS estate. <ul style="list-style-type: none"> Replace skylights & valley gutters at SPS Central Stores, Fauldhouse. Roof glazing – replace seals / gaskets – various buildings at HMYOI Polmont. Roofing repairs and replacement skylights at HMP Dumfries 	New	TBC – likely to be managed as several minor Works projects	TBC	TBC	£145K
Roof & Dormer Windows	Repair and replacement works to roof and windows, Social Work area at HMP Barlinnie,	New	TBC	TBC	TBC	£198K
Window Replacement (Several sites)	Replace existing windows: <ul style="list-style-type: none"> Prison reception area - HMP Barlinnie Estates Office – HMP Low Moss 	New	TBC	TBC	TBC	£25K

Solar Photo Voltaic Panels	Supply and install of Solar Photo Voltaic (PV) Panels	New	TBC	TBC	TBC	£200K
Kitchen floor and wall cladding	Replace existing kitchen floor surface and wall cladding at the SPS College.	New	TBC	TBC	TBC	£20K
Fire and Smoke Detection Head Replacements (various sites)	Continuation of rolling programme to replace fire and smoke detectors across SPS site in accordance with the manufacturers recommended replacement frequency. Note: Work may be phased over 2 / 3 years to spread the expenditure.	New	TBC	TBC	TBC	£120K
Electrical Works	<ul style="list-style-type: none"> Replacement of Main Electrical Switch Gear, Switch Room 1 – HMP Greenock Replacement of Low Voltage Distribution Board – HMP Barlinnie 	New	TBC	TBC	TBC	£40k
Air Conditioning Chiller Replacement	Replacement Air Conditioning Chillers at HMP Grampian.	New	TBC	TBC	TBC	£75K
TV System Replacement at various prisons	Install and maintenance of updated TV systems at various prisons. Requirement may be split into several projects / Lots.	New	TBC	TBC	TBC	£590K
Replacement of Fire Suppression System Cylinders	Replacement of gas cylinders serving the kitchen fire suppression system – HMP Barlinnie.	New	TBC	TBC	TBC	£40K
Steam Boiler Replacements	Replace steam boilers 1 & 2 in HMP Barlinnie. The boilers provide steam for heating, hot water, kitchen and laundry equipment.	New	TBC	TBC	TBC	£166K
LED Lighting	Upgrade LED lighting at several prisons	New	TBC	TBC	TBC	£260k
Heat Exchanger Modifications	Modify existing hot water heat exchanger to provide additional hot water storage – HMP Barlinnie.	New	TBC	TBC	TBC	£100k
Electrical Vehicle Charging Points	Supply & install electric vehicle charging points at multiple SPS sites	New	TBC	TBC	TBC	£160k
Refurbish / upgrade toilet and shower facilities at several prisons	<ul style="list-style-type: none"> Refurbish / upgrade toilet and shower facilities / ablutions - Letham Hall, HMP Barlinnie Replacement of existing in-cell toilet flush controls, B Hall, HMP Barlinnie Upgrade in-cell toilet cubicles / facilities. Replacement shower facilities at HMP Castle Huntly 	New	TBC – likely to be managed as separate minor Works projects	TBC	TBC	£160K
Vehicle Gate Replacement	Replacement of existing vehicle gate at HMP Dumfries.	New	TBC	TBC	TBC	£90K
Videocom Replacement	Replacement videocom system at HMP Perth.	New	TBC	TBC	TBC	£500K

SECTION 6: ANNUAL PROCUREMENT REPORT TEMPLATE (ANNEX A)

1. Organisation and report details

- a) Contracting Authority Name.
- b) Period of the annual procurement report.
- c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report?

Scottish Prison Service
1 Apr 18 – 31 Mar 19
Yes

2. Summary of Regulated Procurements Completed

- a) Total number of regulated contracts awarded within the report period.
Note: This figure reflects the sum of the new awards indicated in Tables 3, 4 and 6 of Section 1.
- b) Total value of regulated contracts awarded within the report period.
- c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period.
- i) how many of these unique suppliers are SMEs.
- ii) how many of these unique suppliers are Third Sector bodies.

36
£35.6M
36
14
0

Note: There are some contracts with the Third Sector however these were awarded in prior financial years or are non-regulated.

3. Review of Regulated Procurements Compliance

- a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy.
- b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy. (See Section 1, Table 4: Non-Competitive Actions).

33
3

Note: As per Scottish Government guidance, the contract figures shown in (2) and (3) include where SPS awarded or called-off in the year from a Framework Agreement such as those set up by the Scottish Government or the Crown Commercial Service, etc. The (39) Call-off Contracts in Prior years (Table 5) which continued in the year are additional to the above. _

4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in Procurement:

a) Total number of regulated contracts awarded with a value of £4 million or greater.	1
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements.	1

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	2
e) Number of Apprenticeships Filled by Priority Groups	Records not collated or held
f) Number of Work Placements for Priority Groups	Records not collated or held
g) Number of Qualifications Achieved through training by Priority Groups	76
h) Total Value of contracts sub-contracted to SMEs	Records not collated or held
i) Total Value of contracts sub-contracted to Social Enterprises	£97,000
j) Total Value of contracts sub-contracted to Supported Businesses	£248,000
k) Other community benefit(s) fulfilled	See narrative in Section 3.

Note: *The contractors performing the four largest service contracts awarded by the SPS employ approx. 1,300 staff to perform the activities. This is a significant economic and spending power contribution to the Scottish economy which is additional to any community benefit training or employment outcomes achieved via the contracts themselves.*

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	3
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	5

c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period. 5

Note: A further (7) suppliers (Call-Off Contracts – Prior Years) used by the SPS are accredited Living Wage employers. A number of employers used in the period subscribe to Living Wage and fair work provisions however they have not sought or obtained formal accreditation of this through the Living Wage Foundation. The (3) new regulated contract awards at point (5b) above being examples of this.

d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period. 1

Note: SPS awarded three new contracts in 2018-19 to organisations that had signed the Scottish Business Pledge. One of these only (1) was a Regulated contract, the other (2) Non-Regulated. Devolved procurement by prisons also contributed to a series of local purchases from some of the SME suppliers who have signed the Pledge.

Overall, SPS has business relationships with 26 unique suppliers that have signed Scottish Business Pledge. In the period Apr 18 to Mar 19 this equated to approx. £6.64m of expenditure. A number of these organisations hold contracts awarded in prior years or which are a call-off from a Scottish Government Framework.

6. Payment performance

a) Number of valid invoices received during the reporting period 53,518

b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms). 99.15%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains. 33

Note: Prompt payment of invoices in supply-chains features as a standard term in SPS contracts. The Works contracts awarded in the period were all sub-regulated however the terms used do include prompt payment provisions.

d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts. 0

Note: In the period Apr 18 to Mar 19, SPS did not receive any complaints from sub-contractors regarding timely payment within the supply-chain.

7. Supported Businesses Summary

- a) Total number of regulated contracts awarded to supported businesses during the period.
- b) Total spend with supported businesses during the period covered by the report, including:
- i) spend within the reporting year on regulated contracts.
 - ii) spend within the reporting year on Non-Regulated contracts.

0
£121,000
£48,000
£73,000

Note: Two existing term contracts with Supported Business continued to be performed in the period and there was engagement with the SB sector as part of the supply-chain to a main contractor (see Section 3). The supply-chain spend with Supported Business amounted to an additional £248,000 in the period.

8. Spend and Savings Summary

- a) Total procurement spend for the period covered by the annual procurement report.
- b) Total procurement spend with SMEs during the period covered by the annual procurement report.

£145,479,000
£30,527,000

Note: SPS relies on the Observatory Hub to classify suppliers by size. The Hub has classified approx. 75% of the 1,250 suppliers used by the SPS in 2018/19. The remaining 25% are unclassified 'below diminimus' i.e. the total annual spend per supplier was sub £1,000 each. Many of these unclassified suppliers are likely to be SMEs; these accounted for less than 0.001% of the annual procurement spend.

- c) Total procurement spend with Third sector bodies during the period covered by the report.

£1,130,000

Note: The Third Sector spend was reflected across 21 organisations. Section 4.6 of this APR summaries the SPS engagement with the Third Sector; 70+ organisations where those in, or leaving custody are able to access services. A significant proportion of the Third Sector work is grant funded or provided by other parties.

- d) Percentage of total procurement spend through collaborative contracts.

30%

Note: The figure includes the collaborative SCCPES & Employee Assistance contracts plus the agreements reflected in Tables 4 and 5 of Section 1.

e) Total targeted cash savings for the period covered by the annual procurement report	N/a
i) targeted cash savings for Cat A contracts	N/a
ii) targeted cash savings for Cat B contracts	N/a
iii) targeted cash savings for Cat C contracts	N/a
f) Total delivered cash savings for the period covered by the annual procurement report	£7,497,618
i) delivered cash savings for Cat A contracts	£662,798
ii) delivered cash savings for Cat B contracts	£147,239
iii) delivered cash savings for Cat C contracts	£6,687,581
g) Total non-cash savings value for the period covered by the annual procurement report	£435,293
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	96
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£81,500,000
Note:	
➤ <i>Whilst SPS can forward forecast and anticipate a number of contract renewals, the SPS forward programme in Section 5 (both the number of regulated procurement projects and the estimated £ value) is dynamic and subject to variation annually based on a combination of factors. Factors include emerging or changing business needs, whether SPS elects to exercise any available extension options provided in the contract, and the availability of funding, etc.</i>	
➤ <i>Non-Regulated Goods and Services projects have not been reflected (i.e.<£50k) in the count in (9) above.</i>	
➤ <i>The potential programme of Works in Section 5 also reflects projects which are all below the £2m Regulated threshold. These projects and sums have therefore not been counted in (9) above. These 26 known non-regulated Works projects in 2019-20 have a value of approx. £4.5m.</i>	



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Annual Procurement Report 2018-19

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